



TOWN OF DISCOVERY BAY

A COMMUNITY SERVICES DISTRICT



President – Chris Steele • Vice-President – Bill Pease • Director – Kevin Graves • Director – Robert Leete • Director – Mark Simon

**NOTICE OF THE REGULAR MEETING
OF THE BOARD OF DIRECTORS
OF THE TOWN OF DISCOVERY BAY
Wednesday March 18, 2015
REGULAR MEETING 7:00 P.M.
1800 Willow Lake Road, Discovery Bay, California
Website address: www.todb.ca.gov**

REGULAR MEETING 7:00 P.M.

A. ROLL CALL AND PLEDGE OF ALLEGIANCE

1. Call business meeting to order 7:00 p.m.
2. Pledge of Allegiance
3. Roll Call

B. PUBLIC COMMENTS (Individual Public Comments will be limited to a 3-minute time limit)

During Public Comments, the public may address the Board on any issue within the District's jurisdiction which is not on the agenda. The public may comment on any item on the Agenda at the time that item is before the Board for consideration. Any person wishing to speak must come up and speak from the podium. There will be no dialog between the Board and the commenter. Any clarifying questions from the Board must go through the Chair.

C. PRESENTATIONS

1. Discovery Bay AOB (Area of Benefit) - John Honey/Contra Costa County Public Works

D. PRESIDENT REPORT AND DIRECTORS' COMMENTS

E. CONSENT CALENDAR

All matters listed under the CONSENT CALENDAR are considered by the District to be routine and will be enacted by one motion.

1. Approval of DRAFT minutes of special meeting dated March 4, 2015
2. Approve Register of District Invoices

F. BUSINESS AND ACTION ITEMS

1. Radio System Upgrade and Survey for the Town of Discovery Bay Supervisory Control and Data Acquisition (SCADA) system
2. Purchase of Return Activated Sludge (RAS) control panel for Wastewater Treatment Plant #1
3. DRAFT Storage Space Lease Agreement
4. Approve Resolution No. 2015-05 for Measure WW Local Grant Program Project Application for Community Center Swimming Pool and Tennis Court Renovation Projects
5. Approve Town of Discovery Bay Community Services District Lifeguard Job Class and Recreation Leader Class Job Descriptions

G. INFORMATIONAL ITEMS ONLY (NO ACTION NECESSARY)

1. State Water Resources Control Board Proposed Emergency Water Conservation Regulations

H. VEOLIA REPORT

1. Veolia Report – Month of February 2015

I. MANAGER'S REPORTS – Discussion and Possible Action

J. GENERAL MANAGER'S REPORT – Discussion and Possible Action

1. Discuss Urban Water Management Plan – Schedule Workshop

K. DISTRICT LEGAL COUNSEL REPORT

L. COMMITTEE UPDATES – Discussion and Possible Action

M. CORRESPONDENCE – Discussion and Possible Action

1. S - Ltr Caltrans re Highway 4 at Regatta - Commercial Vehicle Parking
2. S - Ltr to Supervisor Piepho re Dog Park Donation
3. S - Ltr to USDA-ARS re Invasive Weeds
4. R- Ltr from Supervisor Piepho re: additional no parking signs on Highway 4 and hazard abatement requested

N. PUBLIC RECORD REQUESTS RECEIVED

O. FUTURE AGENDA ITEMS

P. ADJOURNMENT

1. Adjourn to the next Regular meeting dated April 1, 2015 starting at 7:00 p.m. on 1800 Willow Lake Road-Located behind the Delta Community Presbyterian Church.

"This agenda shall be made available upon request in alternative formats to persons with a disability, as required by the American with Disabilities Act of 1990 (42 U.S.C. § 12132) and the Ralph M. Brown Act (California Government Code § 54954.2). Persons requesting a disability related modification or accommodation in order to participate in the meeting should contact the Town of Discovery Bay, at (925)634-1131, during regular business hours, at least twenty-four hours prior to the time of the meeting."

"Materials related to an item on the Agenda submitted to the Town of Discovery Bay CSD after distribution of the agenda packet are available for public inspection in the District Office located at 1800 Willow Lake Road during normal business hours."



Memo

March 12, 2015

TO: Discovery Bay Community Services District (CSD)
Discovery Bay, CA

FROM: Mary Halle, Associate Civil Engineer
John Honey, Staff Engineer
Transportation Engineering Division

SUBJECT: Staff Report – Discovery Bay Area of Benefit (AOB) Update

MESSAGE:

Contra Costa County (County) staff attended the October 15, 2014 Discovery Bay Community Services District (CSD) meeting along with the County's consultant, DKS Associates. DKS Associates presented the results of the Discovery Bay AOB Needs Assessment for transportation infrastructure. The presentation included a list of recommended projects as shown below.

Potential Projects for Updated List					
Roadway	Location	Recommended Project	Benefit	Cost	Feasibility
Discovery Bay Boulevard	Intersection with SR-4	Modify signal timing	High	Low	High
	Intersection with Clipper Drive	Modify intersection control	High	Moderate	Moderate
SR-4	Between Newport Drive and Discovery Bay Boulevard	Widen roadway	High	Moderate	Moderate
		Bicycle improvements	High	Moderate	Moderate
	Intersection with Newport Drive	Add traffic signal ¹	High	Moderate	Moderate
Byron Highway	Intersection with Byer Road	Add SB left-turn pocket	High	Moderate	Moderate

¹ Based on the Peninsula Bay Area Transportation Analysis

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The following feedback and questions were received from CSD Board members during the October 15th presentation:

1. Comment: If the intersection improvement at Discovery Bay Boulevard and Clipper Drive is a roundabout, will a single lane roundabout work? Reducing the capacity from two lanes to one would result in serious congestion.

Response: The projects on an AOB project list are general in concept to allow flexibility in scope as traffic needs in the future become more apparent. This project is listed as "Modify Intersection Control at Discovery Bay Boulevard and Clipper Drive." The detailed scope and design of the project will be determined at a later date with plenty of opportunity for community feedback on the detailed design. The preliminary cost estimates for the program update are conservative with substantial contingency. Accordingly, the Discovery Bay Blvd./Clipper Drive cost estimate will be based upon a two-lane roundabout to assure that an adequate budget is provided.

2. Comment: Widening State Route 4 to four lanes from Newport Drive to Discovery Bay Boulevard would not increase capacity when the bridge west of Newport Drive only has two lanes.

Response: The cost estimate for this project will include bridge widening west of Newport Drive to assure the estimate is conservative. The detailed project scope will be determined in the future based upon the traffic needs at that time.

3. Comment: It is a high priority for Discovery Bay residents to gain improved access on Balfour Road from Discovery Bay West to Sellers Road.

Response: The Balfour Road shoulder widening project is included on the East County Regional AOB list and the current design is at 65%, moving forward for construction within the next three years. It appears that there is adequate funding to move the project forward so this project will not be added to the Discovery Bay project list.

4. Comment: There is excessive speeding on Newport Drive and Clipper Drive. Can traffic calming measures be added to the project list such as roundabouts?

Response: Yes. Traffic calming measures on Clipper Drive have been added to the proposed project list. The type of traffic calming will potentially include roundabouts and bike lanes.

5. Comment: Bixler Road widening should be considered from SR4 to Byer Road to allow for bike lanes that connect the students from Discovery Bay to Excelsior Middle School. Bike lanes on Byer should also be considered.

Response: The project list has been updated to include a bike lane/shoulder widening project for both Bixler Road and Byer Road.

6. Comment: The project at the intersection of Byron Highway and Byer Road will be a necessary improvement as people are passing on the dirt shoulder every day.

Response: Comment noted. We understand this is a high priority project. Staff is working on a preliminary layout at this time and has been coordinating with the school administration. This project is also included in the East County Regional AOB (ECRAOB) (projects 8 and 14) and can be partially funded through ECRAOB as well as Discovery Bay AOB (DBAOB).

7. Comment: The proposed signal at SR4 and Newport Drive may not be necessary. It is not anticipated that residents from Pantages Bays will be accessing Newport Drive.

Response: This is valuable feedback. Staff understands that traffic modeling does not always correctly predict human behavior and traffic patterns. It is recommended to leave this project on the proposed list as it will provide the flexibility to use AOB funding for any type of operational improvements at this intersection in the future. If the project is eliminated from the list at this time, there will not be an option to use AOB funds at this location in the future.

8. Comment: How does the DBAOB relate to the ECRAOB and should the Discovery Bay Boundary be expanded to include areas to the west?

Response: The map of ECRAOB (attached) shows that all areas of the County are included in a traffic fee program. The Discovery Bay West area is included in the ECRAOB which is a larger area with more projects on the list and a higher fee rate. The ECRAOB list is attached. There are overlapping projects that appear on both the ECRAOB and DBAOB project lists so that each area contributes their fair share towards their respective project list. It is not recommended to change the boundaries as the current format allows growth from Discovery Bay West (DBW) to contribute towards projects within the extents of the ECRAOB boundary and these projects were identified as experiencing impacts due to the DBW development.

9. Comment: Was a fifth Liberty Union High School site factored into the traffic model?

Response: Yes, future trips associated with the high school accommodating 2200 students has been factored into the traffic model.

10. Comment: With less than 100 units yet to develop in Discovery Bay, does the County recognize that limited funds will be generated.

Response: Yes, we recognize that the DBAOB will not generate substantial funding; however, if the DBAOB can contribute \$100,000 towards a project, this can often provide the local funding match required for a state or federal grant that can provide up to 80-90% of the total project funding. It's a great way to stretch the local dollars.

11. During discussion of the proposed project on Byron Highway at Byer Road, there was a question asked whether improvements to Byron Highway were listed in the East County AOB project list.

Response: There are two projects listed in the East County AOB project list that correspond to the proposed project site; please review item numbers 8 and 14 in the East County AOB List in Attachment A. If the Byron/Byer intersection is included in the updated Discovery Bay AOB project list, it will be eligible for fair share funding from both East County and Discovery Bay Areas of Benefit.

12. The CSD Board asked to see a map of the East County AOB boundaries and projects. The East County AOB boundary map and project lists are shown in Appendix A.

Incorporating the feedback from the October 15th meeting, Staff recommends the following project list as we move forward to update the Discovery Bay AOB program:

Discovery Bay AOB - Modified Project List

NO.	Project Name	Roadway	Location	Description
1	Discovery Bay-Clipper Drive Intersection Modification	Discovery Bay Boulevard	Intersection with Clipper Drive	Construct Intersection improvements, such as roundabouts, in order to enhance efficiency and safety.
2	Discovery Bay-SR4 Road Widening	SR-4	Between Bixler Road and Discovery Bay Boulevard	Construct new paved section to provide adequate space for four-lanes, bike lanes, shoulders, and modify or replace bridge.
3	Newport Drive Traffic Signal		Intersection with Newport Drive	Install a traffic signal with a left-turn pocket.
4	Byron Highway-Byer Road Intersection Modification	Byron Highway	Intersection with Byer Road	Add a left-turn pocket.
5	Clipper Drive Traffic Calming	Clipper Drive	Between Newport Drive and Discovery Bay Boulevard	Construct two roundabouts with bike lanes at Reef Court and Balboa Way.
6	Bixler Road Widening	Bixler Road	Between SR-4 and Byer Road	Widen roadway to provide adequate space for vehicular lanes two-lane, bike lanes, and shoulders.
7	Byer Road Widening	Byer Road	Between Bixler Road and Byron Highway	Widen roadway to provide adequate space for vehicular lanes two-lane, bike lanes, and shoulders.



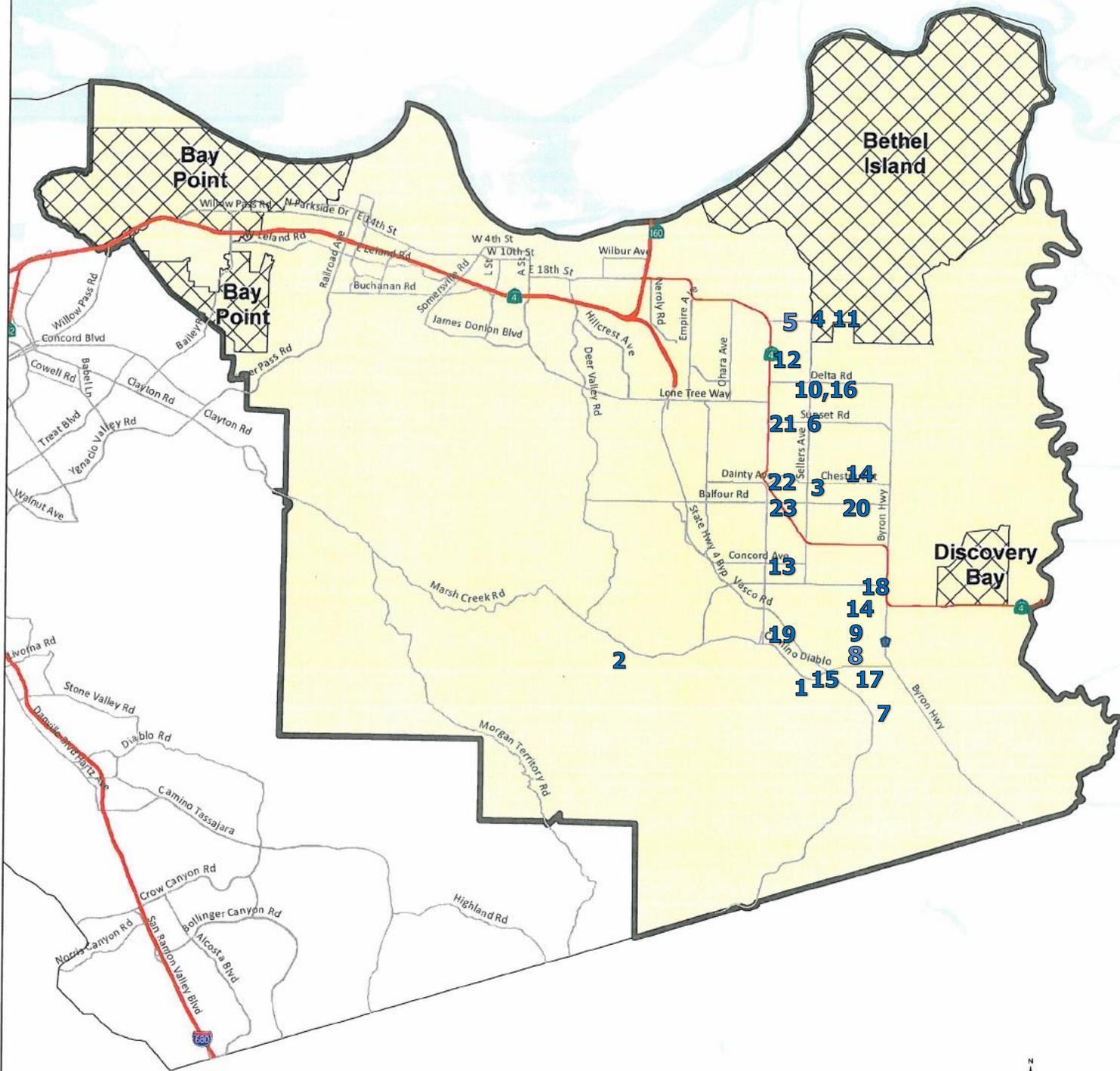
Next Steps

County Staff requests the CSD to provide recommendations to Supervisor Piepho's office so that County staff and our consultant can move forward with preparation of the Nexus Study and documentation required to implement an update to the AOB program.

Comments or questions regarding the AOB update for Discovery Bay can be directed to John Honey at (925) 313-2371 (jhoney@pw.cccounty.us), or Mary Halle at (925) 313-2327 (mhalle@pw.cccounty.us).

JH:kh
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East County Regional Area of Benefit (ECRAOB)



Legend

- East County Regional Area of Benefit
- Areas Excluded From Fee Area

East County Regional Area of Benefit (ECRAOB)

* Note: Incorporated Cities Are Not Subject To The Fee Ordinance.

Agenda Item C-1

Figure 1

**Discovery Bay Board of Directors
Discovery Bay Area of Benefit (AOB) Update Staff Report
March 10, 2015**

<u>Project Name</u>	<u>Estimated Cost</u>
1 Vasco Road / Camino Diablo Intersection Improvements -	\$ 3,837,000
2 Marsh Creek Road Improvements (City of Clayton to City of Brentwood) -	\$56,819,000
3 Chestnut Street Widening (Sellers Ave to Byron Hwy.) -	\$11,836,000
4 Delta Road Widening (Byron Hwy. to Holland Tract Road) -	\$10,079,000
5 Knightsen Ave/Eden Plains Rd Widening (Delta Road to Chestnut Street) -	\$11,650,000
6 Sunset Road Widening (Sellers Ave to Byron Hwy.) -	\$12,150,000
7 Byron Highway. Widening (Camino Diablo to the Alameda County line) -	\$27,943,000
8 Byron Highway Two Way Left Turn Lane at Byron Elementary School -	\$ 1,296,000
9 SR4/Byron Highway South Intersection Widening (Phase 2) -	\$ 2,325,000
10 Knightsen Ave Widening (East Cypress Road to Delta Road) -	\$ 6,037,000
11 Delta Road Widening (Sellers Ave to Byron Hwy.) -	\$ 9,044,000
12 Sellers Ave Widening (Delta Road to Chestnut Street) -	\$ 8,890,000
13 Sellers Ave Widening (Main Canal to Marsh Creek) -	\$ 5,390,000
14a Byron Highway Widening (Delta Road to Chestnut Street) -	\$11,561,000
14b Byron Highway Widening (Chestnut Street to SR 4) -	\$11,217,000
14c Byron Highway Widening (SR 4 to Camino Diablo) -	\$ 8,220,000
15 Camino Diablo Widening (Vasco Road to Byron Hwy.) -	\$10,431,000
16 Knightsen Ave / Delta Road Intersection Improvements -	\$ 1,594,000
17 Byron Highway / Camino Diablo Intersection Improvements -	\$ 3,499,000
18 Byron Highway / Point of Timber Intersection Improvements -	\$ 2,271,000
19 Sellers Ave / Marsh Creek Road Intersection Improvements -	\$ 657,000
20 Balfour Road / Byron Highway Intersection Improvements -	\$ 1,019,000
21 Sellers Ave / Sunset Road Intersection Improvements -	\$ 1,146,000
22 Sellers Ave / Chestnut Street Intersection Improvements -	\$ 1,180,000
23 Sellers Ave / Balfour Road Intersection Improvements -	\$ 980,000
 Total Project Cost:	 \$221,071,000
Total Estimated Proceeds from AOB Fees:	\$ 33,647,000 (15%)



TOWN OF DISCOVERY BAY
A COMMUNITY SERVICES DISTRICT



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No Back Up
Documentation
For Agenda Item D



TOWN OF DISCOVERY BAY

A COMMUNITY SERVICES DISTRICT



President – Chris Steele • Vice-President – Bill Pease • Director – Kevin Graves • Director – Robert Leete • Director – Mark Simon

**MINUTES OF THE REGULAR MEETING
OF THE BOARD OF DIRECTORS
OF THE TOWN OF DISCOVERY BAY
Wednesday March 4, 2015
REGULAR MEETING 7:00 P.M.
1800 Willow Lake Road, Discovery Bay, California
Website address: www.todb.ca.gov**

REGULAR MEETING 7:00 P.M.

A. ROLL CALL AND PLEDGE OF ALLEGIANCE

Call business meeting to order 7:00 p.m. by Vice-President Pease
Pledge of Allegiance – lead by Director Leete
Roll Call – All present with the exception of President Steele

B. PUBLIC COMMENTS (Individual Public Comments will be limited to a 3-minute time limit)

None

C. AREA AGENCIES REPORTS / PRESENTATION

1. Sheriff's Office Report

Crime Prevention Specialist Fontenot – Provided the law enforcement report for the month of February. There was discussion between the Crime Prevention Specialist Fontenot and the Board.

2. CHP Report – No Report

3. East Contra Costa Fire Protection District Report

Chief Henderson – Provided an East Contra Costa Fire Protection District update. There was discussion between Chief Henderson and the Board.

4. Supervisor Mary Piepho, District III Report - No Report

D. COMMITTEE/LIAISON REPORTS

1. Trans-Plan Report – No Report

2. County Planning Commission Report – No Report

3. Code Enforcement Report – Director Leete provided the report.

4. Special Districts Report** - No Report

**These meetings are held Quarterly

E. PRESENTATIONS

1. Capital Improvement Program Update

District Engineer Harris – Provided details of item E-1. There was discussion between the General Manager, the Board and the District Engineer.

F. CONSENT CALENDAR

All matters listed under the CONSENT CALENDAR are considered by the District to be routine and will be enacted by one motion.

1. Approval of DRAFT minutes of regular meeting dated February 18, 2015

2. Approve Register of District Invoices

3. Approve and Record the Notice of Completion for the Swimming Pool Rehabilitation and Resurfacing Project and authorize release of the Retention – General Manager Howard made a comment about the final project cost and corrected the cost to the Board.

Motion by: Director Simon to approve the Consent Calendar.

Second by: Director Graves

Vote: Motioned Carried – AYES: 4, NOES: 0, ABSENT: 1 – President Steele

G. BUSINESS AND ACTION ITEMS

1. 2015 Parks and Recreation Event Calendar

Recreation Programs Coordinator, Dan Meewis provided the details of G-1. There was discussion between the Recreation Programs Coordinator and the Board.

There were three public speakers.

Motion by: Director Graves to approve the Parks and Recreation Event Calendar for 2015 with the Lions Club being lead organization on the Rocktoberfest event.

Second by: Director Leete

Vote: Motioned Carried – AYES: 4, NOES: 0, ABSENT: 1 – President Steele

2. Agency Comment Request - LP15-2007 -Temporary Events Held at the Discovery Bay Yacht Harbor

General Manager Howard provided the details of item G-2. There was discussion between the General Manager and the Board.

Motion by: Director Graves to approve the Agency Comment Request - LP15-2007 -Temporary Events Held at the Discovery Bay Yacht Harbor with no negative comment.

Second by: Director Simon

Vote: Motion Carried – AYES: 4, NOES: 0, ABSENT: 1 – President Steele

3. Approve and Adopt Resolution No. 2015-04 Establishing a Revolving Fund Pursuant to Government Code §53952

General Manager Howard provided the details of item G-3. There was discussion between the General Manager and the Board.

Motion by: Director Leete to rescind Resolution No. 2012-29 and Adopt Resolution No. 2015-04 appointing ECC Bank, a Division of Bank of Agriculture and Commerce Bank, as an alternative depository for certain district funds and establish a revolving fund pursuant to Government Code Section §53952.

Second by: Director Graves

Vote: Motion Carried – AYES: 4, NOES: 0, ABSENT: 1 – President Steele

H. INFORMATIONAL ITEMS ONLY (NO ACTION NECESSARY)

General Manager Howard provided details about the PG&E Street Light Conversion to L.E.D. Program. There was discussion between the General Manager and the Board.

I. PRESIDENT REPORT AND DIRECTORS' COMMENTS

None

J. MANAGER'S REPORT – Discussion and Possible Action

None

K. GENERAL MANAGER'S REPORT – Discussion and Possible Action

General Manager Howard – Provided an update of the Urban Water Management Plan. There was discussion between the General Manager and the Board.

L. DISTRICT LEGAL COUNSEL REPORT

None

M. SUB-COMMITTEE UPDATES – Discussion and Possible Action

1. **Finance** – No Report
2. **Communications** – No Report
3. **Parks and Recreation** – No Report
4. **Water and Wastewater** – No Report
5. **Waterways** – No Report

N. CORRESPONDENCE – Discussion and Possible Action

None

O. PUBLIC RECORD REQUESTS RECEIVED

None

P. FUTURE AGENDA ITEMS

Director Simon asked staff to bring information, as a Business and Action Item, regarding the employee benefits package for discussion and possible action at the March 18, 2015 regular meeting.

Q. ADJOURNMENT

The meeting was adjourned in the memory of Janet Magdiel, mother of President Chris Steele, at 8:08 p.m. to the next regular meeting dated March 18, 2015 starting at 7:00 p.m. on 1800 Willow Lake Road.



Town of Discovery Bay

"A Community Services District"

AGENDA REPORT

Meeting Date

March 18, 2015

Prepared By: Dina Breitstein, Finance Manager & Lesley Marable, Sr. Accounts Clerk
Submitted By: Rick Howard, General Manager

RH

Agenda Title

Approve Register of District Invoices

Recommended Action

Staff recommends that the Board approve the listed invoices for payment

Executive Summary

District invoices are paid on a regular basis, and must obtain Board authorization prior to payment. Staff recommends Board authorization in order that the District can continue to pay warrants in a timely manner.

Fiscal Impact:

Amount Requested \$ 241,576.29

Sufficient Budgeted Funds Available?: Yes (If no, see attached fiscal analysis)

Prog/Fund # See listing of invoices. **Category:** Operating Expenses and Capital Improvements

Previous Relevant Board Actions for This Item

Attachments

Request For Authorization to Pay Invoices for the Town of Discovery Bay CSD 2014/2015
Request For Authorization to Pay Invoices for the Discovery Bay Lighting & Landscape District # 8 2014/2015
Request For Authorization to Pay Invoices for the Discovery Bay Lighting & Landscape District # 9 2014/2015

AGENDA ITEM: E-2

**Request For Authorization To Pay Invoices (RFA)
For The Meeting On March 18, 2015
Town of Discovery Bay CSD
For Fiscal Year's 7/14 - 6/15**

<u>Vendor Name</u>	<u>Invoice Number</u>	<u>Description</u>	<u>Invoice Date</u>	<u>Amount</u>
Administration				
Brut Force Janitorial	20153	Landscape Reimb (Z57,Z61)	03/05/15	\$50.00
Intelligent Products Inc	185901	Landscape Reimb (Z57,Z61)	11/10/14	\$453.80
My Bark Company, Inc.	8370	Landscape Reimb (Z61)	02/20/15	\$2,157.52
		Administration	Sub-Total	\$2,661.32
Water				
Alhambra	13710019 022015	Water Service	02/20/15	\$19.10
Brentwood Ace Hardware	808/022815	General Repairs	02/28/15	\$23.07
Brentwood Ace Hardware	808/022815	Misc. Tools	02/28/15	\$21.86
Brentwood Ace Hardware	808/022815	Building Maintenance	02/28/15	\$14.04
Brut Force Janitorial	20153	Janitorial Service March 2015	03/05/15	\$100.00
Cintas	185502129	Uniforms	02/25/15	\$58.84
Express Labs Inc.	49385	Employment Screening	02/28/15	\$22.00
J.W. Backhoe & Construction, Inc.	2284	Water Leak Marina Circle	02/19/15	\$3,833.05
LEC Corporation	1427	Inspection Storage Tanks	03/01/15	\$3,440.00
Luhdorff & Scalmanini	30446	Preparation of Urban Water Management Plan	01/25/15	\$3,508.75
Office Depot	756234299001	Office Supplies	02/18/15	\$10.53
Office Depot	756234405001	Office Supplies	02/18/15	\$35.40
Office Depot	756234406001	Office Supplies	02/18/15	\$64.24
Paul E. Vaz Trucking, Inc.	34545	Material 02/19/15	02/24/15	\$469.48
Paul E. Vaz Trucking, Inc.	34546	Freight 02/19/15	02/24/15	\$598.64
Peelle Technologies, Inc.	TODB2054	Maintenance Agreement 2014-2015	02/23/15	\$360.00
R & B Company	S1465079.001	General Repair Items	02/25/15	\$281.10
ReliaStar Life Insurance Company	#JR 457(B) 031515	457(b) 03/01/15-03/15/15	03/05/15	\$458.04
Ricoh USA, Inc	5034736220	Photocopier	02/20/15	\$58.76
SDRMA	16642	Medical Benefits April 2015	03/05/15	\$1,132.61
Veolia Water North America	46200	Monthly O&M March 2015	03/02/15	\$40,403.73
		Water	Sub-Total	\$54,913.24
Wastewater				
Alhambra	13710019 022015	Water Service	02/20/15	\$28.64
Brentwood Ace Hardware	808/022815	Misc. Tools	02/28/15	\$45.80
Brentwood Ace Hardware	808/022815	Building Maintenance	02/28/15	\$21.06
Brut Force Janitorial	20153	Janitorial Service March 2015	03/05/15	\$150.00
Cintas	185502129	Uniforms	02/25/15	\$88.27
Express Labs Inc.	49385	Employment Screening	02/28/15	\$33.00
Herwit Engineering	15-2	Professional Services Feb 2015	03/02/15	\$4,847.00
Herwit Engineering	DB-MP-5,6,7,12-10	Effluent Filters & PS Modifications	03/02/15	\$72,247.50
Herwit Engineering	DB-MP-5,6,7,12-10	Export Pump Station Modifications	03/02/15	\$3,477.50
Office Depot	756234299001	Office Supplies	02/18/15	\$15.80
Office Depot	756234405001	Office Supplies	02/18/15	\$53.10
Office Depot	756234406001	Office Supplies	02/18/15	\$96.36
Parkson Corp.	AR1/51010766	Pilot Filter Rental	02/10/15	\$7,999.45
Peelle Technologies, Inc.	TODB2054	Maintenance Agreement 2014-2015	02/23/15	\$540.00
ReliaStar Life Insurance Company	#JR 457(B) 031515	457(b) 03/01/15-03/15/15	03/05/15	\$687.06
Ricoh USA, Inc	5034736220	Photocopier	02/20/15	\$88.14
SDRMA	16642	Medical Benefits April 2015	03/05/15	\$1,698.91
Veolia Water North America	46200	Monthly O&M March 2015	03/02/15	\$60,605.60
		Wastewater	Sub-Total	\$152,723.19
Community Center				
		Community Center	Sub-Total	\$0.00
			Grand Total	\$210,297.75

Request For Authorization To Pay Invoices (RFA)
For The Meeting On March 18, 2015
Town of Discovery Bay, D.Bay L&L Park #8
For Fiscal Year's 7/14 - 6/15

<u>Vendor Name</u>	<u>Invoice Number</u>	<u>Description</u>	<u>Invoice Date</u>	<u>Amount</u>
Alhambra	13710019 022015	Community Center-Water Service	02/20/15	\$54.71
Bill Brandt Ford	130788	Vehicle Tires	03/03/15	\$313.37
Bill Brandt Ford	2015 F150	2015 Ford F-150 Work Truck	12/22/14	\$24,709.57
Brentwood Ace Hardware	808/022815	Equipment Maintenance	02/28/15	\$75.78
Brentwood Ace Hardware	808/022815	Misc. Tools	02/28/15	\$46.84
Brentwood Ace Hardware	808/022815	Community Center-Landscape Maintenance	02/28/15	\$56.62
Brut Force Janitorial	20153	Janitorial Service March 2015	03/05/15	\$310.00
Burkett's Pool Plastering, Inc.	81490-R	Community Center-Pool Plastering Retention	01/26/15	\$2,403.75
Cintas	185502129	Uniforms	02/25/15	\$154.45
Cintas	185502129	Community Center-Mats	02/25/15	\$25.75
Comcast	8155400350238372/215	Internet Service	02/22/15	\$56.32
Comcast	8155400350238372/215	Community Center-Internet Service	02/22/15	\$56.32
Discovery Bay Disposal	170001966/022715	Com 2 Yd Bin	02/27/15	\$292.37
Discovery Bay Disposal	170013218-022715	Community Center-Com 2 Yd Bin	02/27/15	\$292.37
Discovery Pest Control	142550	Community Center-Pest Control	02/25/15	\$79.00
Express Labs Inc.	49385	Employment Screening	02/28/15	\$82.50
John J. Benedict	1	Damage Claim	11/06/14	\$639.11
Office Depot	755589431001	Community Center-Office Supplies	02/16/15	\$79.60
Town of Discovery Bay, CSD	9-900-000-002-6.02	Community Center-Water Bill 01/31/15-01/31/15	01/31/15	\$97.36
Town of Discovery Bay, CSD	9-900-000-002-7.02	Water Bill 01/01/15-01/31/15	01/31/15	\$2.90
Town of Discovery Bay, CSD	9-900-000-004-2.01	Water Bill 01/01/15-01/31/15	01/31/15	\$29.66
Town of Discovery Bay, CSD	9-900-000-004-2.02	Water Bill 01/01/15-01/31/15	01/31/15	\$5.81
Town of Discovery Bay, CSD	9-900-000-004-2.03	Water Bill 01/01/15-01/31/15	01/31/15	\$115.44
Town of Discovery Bay, CSD	9-900-000-004-2.04	Water Bill 01/01/15-01/31/15	01/31/15	\$7.26
Town of Discovery Bay, CSD	9-900-000-004-2.05	Water Bill 01/01/15-01/31/15	01/31/15	\$5.81
Town of Discovery Bay, CSD	9-900-000-004-2.06	Water Bill 01/01/15-01/31/15	01/31/15	\$5.81
Town of Discovery Bay, CSD	9-900-000-004-2.07	Water Bill 01/01/15-01/31/15	01/31/15	\$9.30
Town of Discovery Bay, CSD	9-900-000-004-2.08	Water Bill 01/01/15-01/31/15	01/31/15	\$9.30
Town of Discovery Bay, CSD	9-900-000-004-2.09	Water Bill 01/01/15-01/31/15	01/31/15	\$9.30
Town of Discovery Bay, CSD	9-900-000-004-2.10	Water Bill 01/01/15-01/31/15	01/31/15	\$9.30
Town of Discovery Bay, CSD	9-900-000-004-4.01	Water Bill 01/01/15-01/31/15	01/31/15	\$2.90
Town of Discovery Bay, CSD	9-900-000-004-4.02	Water Bill 01/01/15-01/31/15	01/31/15	\$9.30
Town of Discovery Bay, CSD	9-900-000-004-4.03	Water Bill 01/01/15-01/31/15	01/31/15	\$196.87
Town of Discovery Bay, CSD	9-900-000-004-4.04	Water Bill 01/01/15-01/31/15	01/31/15	\$2.90
Town of Discovery Bay, CSD	9-900-000-004-4.05	Water Bill 01/01/15-01/31/15	01/31/15	\$5.81
Town of Discovery Bay, CSD	9-900-000-012-0.01	Water Bill 01/01/15-01/31/15	01/31/15	\$5.81
Watersavers Irrigation Inc.	1528640-00	Community Center-Misc. Supplies	12/12/14	\$30.13
Watersavers Irrigation Inc.	1539128-00	Community Center-Landscape Maintenance	02/05/15	\$182.71
Watersavers Irrigation Inc.	2855/022815	Community Center-Service Charge	02/28/15	\$8.65
			Total	\$30,480.76

Request For Authorization To Pay Invoices (RFA)
For The Meeting On March 18, 2015
Town of Discovery Bay, D.Bay L&L Park #9 (Ravenswood)
For Fiscal Year's 7/14 - 6/15

<u>Vendor Name</u>	<u>Invoice Number</u>	<u>Description</u>	<u>Invoice Date</u>	<u>Amount</u>
Bill Brandt Ford	130788	Vehicle Tires	03/03/15	\$313.38
Brentwood Ace Hardware	808/022815	Misc. Tools	02/28/15	\$5.84
Brut Force Janitorial	20153	Janitorial Service March 2015	03/05/15	\$25.00
Cintas	185502129	Uniforms	02/25/15	\$154.45
Comcast	8155400350238372/215	Internet Service	02/22/15	\$56.32
Doug Gourley Playground Design, Inc.	1924	Swing Chain Replacements	02/21/15	\$43.26
Express Labs Inc.	49385	Employment Screening	02/28/15	\$82.50
Town of Discovery Bay, CSD	9-900-000-004-3.01	Water Bill 01/01/15-01/31/15	01/31/15	\$53.79
Town of Discovery Bay, CSD	9-900-000-004-3.02	Water Bill 01/01/15-01/31/15	01/31/15	\$9.30
Town of Discovery Bay, CSD	9-900-000-004-3.03	Water Bill 01/01/15-01/31/15	01/31/15	\$9.30
ULINE	65463192	Waterproof Boot Covers	02/20/15	\$44.64
			Total	\$797.78



Town of Discovery Bay

"A Community Services District"

AGENDA REPORT

Meeting Date

March 18, 2015

Prepared By: Rick Howard, General Manager

Submitted By: Rick Howard, General Manager *RH*

Agenda Title

Radio System Upgrade and Survey for the Town of Discovery Bay Supervisory Control and Data Acquisition (SCADA) system.

Recommended Action

Approve contract in the amount of \$86,995 to TELSTAR for a radio survey and upgrade of the Town of Discovery Bay's SCADA system; and authorize the General Manager to execute all contract documents.

Executive Summary

The Town relies on a SCADA system (system monitoring is required by the RWQCB) to monitor both the water and wastewater functions of the respective systems. The SCADA network connects all of our facilities, including both water and wastewater treatment plants, and sewer lift stations.

The current system has been in place for roughly fifteen years, and has been more and more difficult to maintain as the equipment ages and the technology changes. This is the first phase of a multi-year system upgrade that will eventually replace many of the current SCADA infrastructure.

This phase consists two separate components: The first component consists of a survey to determine the best "path" for the system. The topography of community is flat, and the radio system requires height in order for the transmitters to reach their destinations. Presently, the radios have difficulty making those transmissions and higher radio antennas/towers are necessary in order for the system to perform adequately. Once the survey is complete, the second component will include the installation of the radio antennas themselves. The project price for this work is \$86,995. Not included in the quote are the concrete bases needed for the towers themselves, as well as miscellaneous cabling estimated at \$20,000. This scope of work for this work will be determined once the survey work is complete and the tension loads identified for the towers.

This work item is included in the current adopted CIP and has been reviewed by the Water and Wastewater Sub-Committee.

Fiscal Impact:

Amount Requested \$86,995. (Budget - \$370,000; Project to Date - \$3,572; Balance - \$366,428.)

Sufficient Budgeted Funds Available?: Yes (If no, see attached fiscal analysis)

Prog/Fund # Category: Pers. Optg. Cap. X -or- CIP# 16 Fund#

Previous Relevant Board Actions for This Item

Adoption of the FY 2014-15 Capital Improvement Program Budget

Attachments

Telstar Proposal for SCADA Radio System Upgrade

AGENDA ITEM: F-1



**CONTROL SYSTEM INTEGRATION • INSTRUMENTATION SALES & SERVICE
SCADA • PLC/HMI • Telemetry • Calibration • Maintenance**

March 12, 2015

Gregory Harris
Herwit Engineering
6200 Center St., Ste 310
Clayton, CA 94517

Subj: Town of Discovery Bay – SCADA Radio System Upgrade and Survey
Ref: SR27281, Rev. B

Dear Gregory:

In this revision, I have made the following changes; changed antenna masts to towers at three locations, added clarifications/exclusions.

Part 1 – Full system radio survey

We will perform a full radio path survey from all remote stations (e.g. Lift Stations and Wells) to determine the best AP site to connect with, either Newport WTP, Willow Lake WTP, or WWTP#2. Using the TODB towable man-lift we will be able to test antenna heights up to 75’ above ground. Since WWTP#2 does not have an existing mast or tall structure upon which to mount our test antenna, we will need to rent a tall man-lift for this site. I have budgeted \$2500 for the rental of an 80’ boom lift for 1 week.

This test will also determine what antenna height and antenna gain should be used for the new system. GE MDS Orbit MCR-900 radios to be used.

We have budgeted for 5 days of onsite testing plus 2 days of offsite report preparation.

Part 1 – Our price to perform this work is \$15,500.00

Part 2 – Installation of new 900 MHz radios

We will provide and install MDS MCR-900 radios at the following locations:

- 1) Willow Lake WTP – Provide and install new free-standing RSL style antenna tower, 50’ tall. Mount AP radio in new enclosure at the base of the new tower. Provide and install omni-directional antenna at top.
- 2) Newport WTP - Provide and install new free-standing RSL style antenna tower, 50’ tall. Mount AP radio in new enclosure at the base of the new tower. Provide and install omni-directional antenna at top.
- 3) WWTP #2 - Provide and install new free-standing RSL style antenna tower, 70’ tall. Mount AP radio in existing enclosure inside building. Provide and install sector antenna 70’ high.



- 4) Well 7 - Mount radio in existing enclosure. Mount new antenna to the existing mast. Yagi antenna to be mounted 10' high.
- 5) Lift Station F - Mount radio in existing enclosure. Mount new antenna to the existing mast. Yagi antenna to be mounted 10' high.
- 6) Lift Station G - Mount radio in existing enclosure. Mount new antenna to the existing mast. Yagi antenna to be mounted 10' high.

Assumptions/Clarifications/Exclusions:

- 1) We assume that each site already has a 24VDC power supply for the radio and is excluded from this proposal
- 2) Antenna masts at LS-F, LS-G, and Well 7 are assumed to be existing and are excluded from this proposal
- 3) Conduit for the radio power and data cable at Willow Lake and Newport sites is assumed to be existing and is excluded from this proposal
- 4) The antenna towers at Willow Lake, Newport, and WWTP#2 all require concrete bases. To facilitate rapid delivery of this proposal, materials and labor for those concrete bases are excluded from this proposal. Telstar to provide all other material and labor for tower construction.
- 5) Costs of permits and fees are excluded.
- 6) A radio survey has not been conducted from LS-F, LS-G, W-7 to any of the AP locations, so antenna heights at those stations are assumed.

Part 2 – Our price to perform this work including 8.5% tax is..... \$71,495.00

Gregory, I hope this proposal meets your requirements. If you have any questions, please do not hesitate to contact me at 925-671-2888.

Sincerely,

Paul Berson, P.E.
Sr. Project Engineer



Terms and Conditions

For your convenience, we now accept all major credit cards. Unless otherwise noted, this price does not include tax or freight. We can commence with this work at your direction. This quote is valid for thirty days. This quote is based on information provided to Telstar and may or may not be correct or complete. Please review this proposal for compliance with the complete and final specifications and drawings before acceptance. Our terms are due and payable 30 days from date of invoice. Payments must be made on a minimum of a monthly basis. If payment is not received by the 30th day, a .05% daily service charge (18-3/4% per annum) will be charged on all accounts past due. Rates quoted herein will automatically be increased for overhead and cost of living at a minimum of every year, or at contract renewal, whichever is less. Attorney's fees, court costs and costs of collection will be paid to prevailing party. Permits and bonding are excluded unless otherwise noted herein. Our standard insurance applies unless otherwise agreed to in writing by Telstar. We accept no responsibility for consequential damages and our standard warranty applies. Telstar does not warranty OEM equipment, the standard manufacturers warranty applies. Any labor performed by Telstar due to equipment warranty claims, is due and payable as an extra and/or additional charge to the quote noted herein. Please reference the above stated quote number in all correspondence and purchase orders. This quote is based on standard straight time hours and does not include any prevailing wage rates unless agreed in writing by Telstar. Infrared inspections only include reports on equipment out of specification; any equipment under normal operation will not be reported or photographed. Due to factors beyond our control, including unlawful radio interference by outside parties, unfavorable climatic conditions, and/or terrain interference caused by construction of buildings or growth of vegetation, radio path surveys are not covered by our warranty. Vehicle expense will be in addition to the price quoted unless specifically included within the body of this quote. The price quoted herein is for the labor and materials specifically listed within the body of this quote. Service calls and time and materials rates carry a 4-hour minimum per person. Any time over 4 hours is charged as 8 hours. Cancellation charges apply including engineering, labor, materials, quote and estimating time, markup, % of profit, return goods fees, etc. at the time of written cancellation notice to Telstar.



Town of Discovery Bay

"A Community Services District"

AGENDA REPORT

Meeting Date

March 18, 2015

Prepared By: Rick Howard, General Manager

Submitted By: Rick Howard, General Manager *RH*

Agenda Title

Purchase of Return Activated Sludge (RAS) control panel for Wastewater Treatment Plant #1

Recommended Action

Authorize purchase of RAS Control Panel from Veolia Water in the amount of \$12,500 and direct staff to issue a purchase order to facilitate the transaction.

Executive Summary

In June 2013, under contract to the Town, Veolia had purchased a control panel for the Influent Pump Station project at Plant #1. The panel was delivered in October 2013. Somewhere between the pick-up from the supplier and delivery to the site, the panel appeared to have been dropped, causing damage to the panel and components. The panel was rejected and a new panel was subsequently order, delivered and installed.

The damaged panel has been thoroughly examined and all damage, except to the frame of the panel itself, has been repaired by Veolia. The damage to the frame was determined to be minor and would not affect the internal components. Photos of the panel are attached to this report.

The current adopted CIP includes the replacement of the RAS Panel at Plant #1. The budget for the project is \$50,000. Veolia has agreed to sell to the Town the panel for the RAS replacement panel for \$12,500, plus an additional \$10,000 in facility and site improvements that may come up from time-to time.

The remaining \$37,500 will be utilized for deployment and electrical connectivity. The balance (anticipated at approximately \$30,000) is recommended to be re-allocated to a different project. Staff is currently compiling a list of projects to be re-budgeted and re-allocated and will bring that to a future meeting of the Board.

Fiscal Impact:

Amount Requested \$12,500 (Budget - \$50,000; Project to Date - \$0; Balance - \$50,000)

Sufficient Budgeted Funds Available?: Yes - \$50,000 (If no, see attached fiscal analysis)

Prog/Fund # Category: Pers. Optg. Cap. X -or- CIP#77 Fund#

Previous Relevant Board Actions for This Item

Adoption of the FY 2014-15 CIP

Attachments

Photos of the panel.

AGENDA ITEM: F-2



February 11, 2015

Rick Howard – General Manager

Town of Discovery Bay

1800 Willow Lake Dr.

Discovery Bay, CA. 94505

Mr. Howard,

As part of a contract amendment Veolia had agreed to purchase the control panel for the lift station W upgrade which was part of the influent pump station rehab project. The control panel cabinet was ordered back in June 2013 and delivered in October 2013. Somewhere between the manufacturer and the courier pickup and drop-off the control panel was dropped and damaged. That panel was rejected and Veolia purchase a second control panel to be installed as part of the project. The original control panel was assessed of damages. It was found that the interior front doors, interior light kit, N-Tron Ethernet switch & and some cosmetic damage to the upper back right-hand corner of the stainless steel panel. The interior doors, interior lights, and the ethernet switch have all been repaired. The control panel has been tested and found that all internal components are working as designed. Besides the small cosmetic damage the control panel is in fully working order. The original purchase price of the control panel was \$48,083.84. Veolia is willing to sell the original control panel back to the town for its RAS control panel upgrade at Plant #1 for \$12,500, plus up to \$10,000 in future Treatment Plant Operations Building upgrades that become may be necessary in the future.

A handwritten signature in black ink, appearing to read "Berney Sadler", written over a faint, light-colored signature line.

Berney Sadler
Project Manager

Veolia North America

Discovery Bay Project

17501 Highway 4 * P.O. Box 1600

Discovery Bay, CA. 94505

Phone 925-634-8137 * Fax 925-634-8347

www.veolianorthamerica.com









Town of Discovery Bay

"A Community Services District"

AGENDA REPORT

Meeting Date

March 18, 2015

Prepared By: Rick Howard, General Manager

Submitted By: Rick Howard, General Manager *RH*

Agenda Title

DRAFT Storage Space Lease Agreement

Recommended Action

As Necessary.

Executive Summary

On February 18, 2015 the Board was presented with a request by two separate Discovery Bay based non-profits (Discovery Bay Lion's Club and the Discovery Bay Community Foundation) that support local schools, other local organizations, and community events (including the Town of Discovery Bay and it's recreation programs) to rent or lease one or both of former Well Site 3 and/or 4. The sites are both located on Discovery Bay Blvd and are shown on the attached parcel map.

At that meeting, the Board directed staff and legal counsel to develop a draft lease agreement that would formalize what had been a long standing unofficial arrangement that the Town had with the Discovery Bay Lion's Club.

For many years, and in the spirit of community cooperation, the Town has allowed the Lion's Club access to Well House #3, and more recently Well House #4, for storage of the many items that they utilize for their community events. Beginning in 2014, the Lion's Club paid the Town \$1,000 annually for the use of the storage, with the proceeds going to the Community Center. They have not paid the \$1,000 for 2015. The Community Foundation is a new organization that was recently formed.

Attached for Board consideration is a draft of a proposed lease agreement between the Town and the two parties. If approved, there would be a separate agreement for each organization.

Both the Lion's Club and Community Foundation have been provided with a copy of the lease agreement prior to tonight's meeting for review and comment.

At this time, it is appropriate for the Board to comment and deliberate, and take testimony on the proposed agreement. A formal agreement will come back to the Board for approval once lease agreement is finalized and all parties concur with the terms and conditions.

Fiscal Impact:

Amount Requested \$ N/A

Sufficient Budgeted Funds Available?: (If no, see attached fiscal analysis)

Prog/Fund # Category: Pers. Optg. Cap. -or- CIP# Fund#

Previous Relevant Board Actions for This Item

February 18, 2015 Board meeting directing staff to return with a draft lease agreement.

Attachments

1. Location Maps for Well House 3 and Well House 4.
2. Draft Lease Agreement

AGENDA ITEM: F-3

**TOWN OF DISCOVERY BAY
STORAGE SPACE AGREEMENT**

This LEASE AGREEMENT (“Lease”) is made and entered into as of _____, 201__, by and between the Town of Discovery Bay, a community services district organized under the laws of the State of California (“Lessor”), and _____ (“Lessee”).

AGREEMENT

1. Premises. Lessor hereby leases and lets to Lessee, and Lessee hereby takes and leases from Lessor, subject to the terms and conditions contained herein, the “storage” area (the “Premises”) including the building located at _____, Discovery Bay, California (the “Building”), more commonly referred to as Well Site 3 (or alternatively Well Site 4) and as outlined on the attached Exhibit “A.”

1.1. Lessee is granted the right at all times during the Lease Term to the nonexclusive use of common corridors and hallways, and nonexclusive use of other common areas located within the confines of the Building and on the property where the Building is located. Lessor however, has the sole discretion to determine the manner in which those public and common areas are maintained and operated, and the use of those areas shall be subject to the Rules and Regulations, which may be amended at Lessor’s sole discretion from time to time, attached hereto as Exhibit “B”. Lessor shall enforce the Rules and Regulations in a consistent and nondiscriminatory manner regarding all tenants and occupants in the Building, including their respective officers, agents, employees, independent contractors, and invitees. Lessee shall comply with all such rules and regulations as published, revised, and promulgated. Lessee acknowledges that the Building may have additional tenants occupying designated portions of the Building from time to time.

1.2. Lessor may, from time to time, use the area outside the Building for deliveries of materials and supplies as necessary to conduct the business of the Town of Discovery Bay.

2. Term. The term of this Lease shall be a month-to-month tenancy (“Term”) scheduled to commence on _____, 201__ (the “Commencement Date”).

2.1. The term of this Lease may be extended for additional periods upon the mutual written consent of the parties.

3. Rent. Lessee shall pay monthly rent (the "Rent") in the amount of \$_____.00 and by logging visitors in and out of the Building during the periods of time they are present in the Building. All electrical costs are to be paid by Lessor. Lessee shall pay the Rent annually, and in advance, on January 1st of each year. For 2015, Rent shall be paid prorated based upon the

date of execution of this Lease and invoice shall be paid within ten calendar days of receipt of such invoice. All rent shall be paid by Lessee to Lessor at Town of Discovery Bay, 1800 Willow Lake Road, Discovery Bay, CA 94505-9376, or any other place or places that Lessor may from time to time designate by written notice given to Lessee. Rent for any partial month shall be prorated for that month based on a thirty (30) day month.

3.1. No security deposit is required for Lessee.

3.2. In no event will the Lessor accept any ownership interest in the Lessee or other business entity, nor take any interest in any property, whether real, personal, or intellectual, in lieu of rent.

4. Use. Lessee shall have the right to use the Premises solely for storage purposes.

4.1. If during the Term of this Lease, or any extension hereof, the application of any statute, code or ordinance of any government, authority, agency, official or officer applicable to the Building or Premises shall make it impossible or not economical for Lessee to operate in the Premises in accordance with Paragraph 4, then Lessee or Lessor, at its option, may terminate this Lease, whereupon the Rent and all other charges payable hereunder by Lessee shall be prorated in accordance with Paragraph 3 as of such date of termination.

5. Subletting or Assignment. Lessee may not sublet or assign this Lease.

6. Lessors' Representations and Warranties. Lessor represents and warrants that:

6.1. Lessor shall maintain Premises in the manner in the same or better condition in which it was at the time Lessee initially began occupancy. The Lessee accepts the Building and Premises in an "As Is" condition. Lessee may make necessary repairs as deemed necessary by Lessee.

7. Lessee's Covenants. Lessee covenants and agrees it shall:

7.1. Pay rent when due without notice or demand;

7.2. Maintain the Premises in a clean, safe and good condition and return the Premises to Lessor at the Termination Date in accordance with Paragraph 10 hereof;

7.3. Comply with all statutes, codes, ordinances, rules and regulations applicable to the Premises;

7.4. Give Lessor prompt notice of any accident, damage, destruction, or occurrence affecting the Premises;

7.5. At its sole cost and expense, promptly perform all maintenance and repairs to the Premises ; and

7.6. Lessor shall have access to the Premises for inspection and necessary maintenance.

8. Insurance. Lessee, at its discretion, may purchase insurance for this Lease. Lessor recommends that Lessee purchase liability insurance to insure them against loss. Any insurance purchased by the Lessor covering the Premises or its contents will not provide any coverage for any property belonging to the Lessee. If the Lessee wishes such coverage for its property or for loss of Premises as a result of fire or other casualty, then Lessee will be solely responsible for purchasing same.

9. Cancellation. Notwithstanding the provisions set forth in Paragraphs 2 and 2.1 herein, Lessee and Lessor shall have the right to cancel this Lease upon giving sixty (60) days written notice of its intent to cancel to the other party.

10. Surrender. Upon the expiration or earlier termination of the Lease, Lessee shall surrender the Premises to Lessor in good order, condition, and repair, ordinary wear and tear excepted. Lessee shall, at its sole cost and expense, remove any and all of Lessee's personal property stored in the Premises, including furniture, furnishings, movable partitions and other fixtures, and improvements or alterations approved by Lessor. All fixtures and improvements not removed shall become the property of the Lessor.

11. Notice. All notice, demands, requests, consents, approvals, offers, statements, and other instruments or communications required or permitted to be given hereunder in writing shall be deemed to have been given when delivered or when mailed by first class mail, postage prepaid, addressed to Lessor or Lessee as follows

As to Lessor: Town of Discovery Bay
 Attention: General Manager
 Town of Discovery Bay CSD
 1800 Willow Lake Road
 Discovery Bay, CA 94505-9376

As to Lessee:

12. Amendments. This Lease may not be amended, modified, or terminated, nor may any obligation hereunder be waived orally, and no such amendment, modification, termination, or waiver shall be effective for any purposes unless it is in writing and signed by the party against whom enforcement thereof is sought.

13. Severability. If any provision of the Lease or any application thereof shall be invalid or unenforceable, the remainder of the Lease and any other application of such provision shall not be affected thereby.

14. Governing Law. This lease shall be governed by and construed in accordance with the laws of the Town of Discovery Bay and the State of California.

15. Indemnification. Lessee shall hold harmless and indemnify Lessor from and against any and all damage or claims that may arise during normal operation of Lessee's business, except loss or damage arising from any negligent act by Lessor, its agents or employees.

IN WITNESS WHEREOF, the parties hereto have executed this Lease as of the day and year set forth above.

LESSOR:

Date

Rick Howard, General Manager
Town of Discovery Bay Community
Services District

LESSEE:

Date

**Exhibit “A”
Premises Map**

DRAFT

EXHIBIT “B”
RULES AND REGULATIONS

All terms not otherwise defined herein shall have the same meaning as set forth in the Lease.

1. Lessor shall provide Lessee with two keys for each locked gate and exterior door lock. No additional locks shall be placed upon any doors of the premises by Lessee and Lessee agrees not to have any duplicate keys made nor have the locks changed without the consent of the Lessor. All keys shall be keyed to allow Lessor’s master key access to the Premises.
2. Lessee, its invitees, guests, employees, or agents shall not disturb other occupants of the Building by making any undue or unseemly noise, or otherwise. Lessee shall not, without Lessor's written consent, install or operate in or upon the Premises any machine or machinery causing noise or vibration perceptible outside the Premises. All combustible material must be kept in OSHA approved containers.
3. Lessee shall not mark or drive nails or screws into the woodwork or walls, or paint or in any way deface the Building or any part thereof, or the Premises or any part thereof, or fixtures therein without consent of Lessor. The expense of remedying any breakage, damage or stoppage resulting from a violation of this rule shall be borne by Lessee.
4. Lessee shall have the non-exclusive right, along with other lessees of the Building, to use the parking area, or driveway apron, located on the land upon which the building is located, except for portions of the parking area necessary for entrances, exits, driveways, walkways, loading, and unloading areas. Lessor shall have the authority at any time to designate portions of the parking area for exclusive use by certain tenants in the Building, or to regulate the use of the parking areas in general.
5. Lessor assumes no responsibility for and shall not be liable for any damages resulting from any error in regard to any identification of Lessee or its employees from admission to or exclusion from the Building.
6. The Lessor shall have no responsibility for janitorial and other custodial services. Reasonable care and caution shall be used by Lessee to keep all shared facilities by tenants and administrators clean.

7. Lessor reserves the right to exclude or expel from the Building any person who, in the judgment of the Lessor is under the influence of alcohol or drugs, or someone who brings in or stores any drugs on the Premises, or who is in the judgment of Lessor, disturbing other Lessees or Lessor in any way or who shall in any manner do any act in violation of any city, state, or federal law or any of the rules and regulations of the Building.
8. Lessor shall not be responsible to Lessee for the non-observance or violation of any of these Rules and Regulations by any other tenant. Lessor reserves the right to make such other reasonable rules and regulations as may be necessary or appropriate, in Lessor's sole judgment, for the safety, care and cleanliness of the Building, and for the preservation of good order therein. Subsequent rules and regulations shall be binding upon the parties hereto the same as if inserted in this Lease at the time of execution.
9. Lessee agrees not to store any merchandise crates, goods, supplies or other materials of any kind outside the gates of the leased Premises without special permission. Lessee further agrees to remove all trash and debris from the Premises at Lessee's expense and not to burn trash or other substances in or on the exterior of, the leased Premises.
10. No sweepings, rubbish, rags, or other substances shall be thrown therein. All damages resulting from any misuse of the Premises shall be borne by Lessee who, or whose servants, employees, agents, visitors, or licensees, shall have caused the same.

(Company Name)

By: _____ DATE: _____

TITLE: _____







Town of Discovery Bay

"A Community Services District"

AGENDA REPORT

Meeting Date

March 18, 2015

Prepared By: Rick Howard, General Manager

Submitted By: Rick Howard, General Manager

RH

Agenda Title

Approve Resolution No. 2015-05 for Measure WW Local Grant Program Project Application for Community Center Swimming Pool and Tennis Court Renovation Projects

Recommended Action

Approve Resolution No. 2015-XX authorizing staff to complete, execute and file the WW Grant Project Application and supporting documents for the Swimming Pool Replaster Renovation and Tennis Court Renovation Projects.

Executive Summary

On September 17, 2014 the Board approved a contract with Saviano Company Inc. in the amount of \$88,000.00 for the Discovery Bay Community Center Tennis Court Renovation project.

On October 15, 2014, the Board awarded a contract to Burkett's Pool Plastering, Inc. in the amount of \$50,000.00 for the Discovery Bay Community Center swimming pool replaster project.

At the time both projects were approved, it was anticipated that East Bay Regional Parks District (EBRPD) Measure WW Grant funds would be used for the six tennis court rehabilitation project and that Community Center funds would be used for the pool renovation project. During the Measure WW Grant application process, it was noted that the grant does not cover regular maintenance work, but it does cover long term rehabilitation work. The work performed on tennis courts 5-8 is considered maintenance under the terms of Measure WW. However, work performed on courts 1 and 2 and the swimming pool re-plastering project is considered rehabilitation and conforms to the terms of Measure WW.

Non-discretionary Measure WW funds are available by community based upon population and are available to only that community. In 2010, the Town applied for and received \$400,000 in WW funds for the purchase of the Community Center. Measure WW funds were also used to build the Cornell Park play structure. At this time, \$68,804 remain in non-discretionary Measure WW funds that are allocated to Discovery Bay.

Subsequently, staff is recommending that the Town submit to the EBRPD Measure WW funds two separate applications in the amount of \$56,190 for the costs associated with the pool renovation project; and \$12,614 for the costs associated with the renovation of Tennis Courts 1 & 2, respectively.

Fiscal Impact: N/A

Amount Requested \$. Sufficient Budgeted Funds Available:

Proj/Fund # Zone # 8 Category: Operating -

Previous Relevant Board Actions for This Item

September 17, 2014 Award of Contract for Tennis Court Renovation Project

October 15, 2014 Award of Contract for Pool Resurfacing Project

Attachments

Resolution No. 2015-05 authorizing staff to complete, execute and file the WW Grant Project Application and supporting documents for the Swimming Pool Replaster Renovation and Tennis Court Renovation Projects

AGENDA ITEM: F-4



**TOWN OF DISCOVERY BAY
COMMUNITY SERVICES DISTRICT**

RESOLUTION 2015-05

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE TOWN OF DISCOVERY
BAY, A CALIFORNIA COMMUNITY SERVICES DISTRICT,
AUTHORIZING THE SUBMITTAL OF A GRANT APPLICATION
TO THE EAST BAY REGIONAL PARKS DISTRICT MEASURE WW GRANT PROGRAM**

WHEREAS, Town of Discovery Bay Community Services District owns and manages the Discovery Bay Community Center and included facilities, and

WHEREAS, On September 17, 2014 the Board approved a contract with Saviano Company Inc. in the amount of \$88,000.00 for the Discovery Bay Community Center Tennis Court 1-6 Renovation project, and

WHEREAS, On October 15, 2014, the Board awarded a contract to Burkett's Pool Plastering, Inc. in the amount of \$50,000.00 for the Discovery Bay Community Center swimming pool replaster project; and

WHEREAS, the East Bay Regional Parks District (EBRPD) Measure WW Grant funds are available for application by the Town of Discovery Bay for recreational facility improvements, and

WHEREAS, pursuant to the contract with Burkett's Pool Plastering all work was completed and final project costs were \$56,190, and

WHEREAS, pursuant to the contract with Saviano Company tennis courts 1 and 2 were rehabilitated with all new surfaces and stations at a cost in excess of \$50,000, and

WHEREAS, the EBRPD Measure WW grant application deadline is April 30, 2015.

NOW, THEREFORE, THE BOARD OF DIRECTORS OF THE TOWN OF DISCOVERY BAY COMMUNITY SERVICES DISTRICT DOES HEREBY RESOLVE AS FOLLOWS:

SECTION 1. To direct staff to submit a grant application pursuant to the terms and conditions of the East Bay Regional Parks District Measure WW Grant for the swimming pool resurfacing project in the amount of \$56,190.

SECTION 1. To direct staff to submit a grant application pursuant to the terms and conditions of the East Bay Regional Parks District Measure WW Grant for the Tennis Court rehabilitation project in the amount of \$12,614.

SECTION 3. The Board Secretary shall certify the adoption of this Resolution.

PASSED, APPROVED AND ADOPTED THIS 18th DAY OF MARCH 2015.

V. Chris Steele
Board President

I hereby certify that the foregoing Resolution was duly adopted by the Board of Directors of the Town of Discovery Bay Community Services District at a regularly scheduled meeting, held on March 18, 2015 by the following vote of the Board:

AYES:
NOES:
ABSENT:

Richard J. Howard
Board Secretary



Town of Discovery Bay

"A Community Services District"

AGENDA REPORT

Meeting Date
March 18, 2015

Prepared By: Rick Howard, General Manager

Submitted By: Rick Howard, General Manager *RH*

Agenda Title

Approve Town of Discovery Bay Community Services District Lifeguard Job Class and Recreation Leader Class Job Descriptions

Recommended Action

It is recommended that the Board of Directors approve the Job Descriptions for the Lifeguard position Class and Recreation Leader position Class Job Descriptions.

Executive Summary

The Town of Discovery Bay employs sixteen (16) regular full-time employees. Each employee has an individual job description and corresponding location in the salary schedule that provides potential job applicants, employees, and supervisory staff and managers with a comprehensive description of the employee's particular job classification and pay scale.

The town also employs a number of part time, seasonal and temporary employees. These employees are listed in the authorized position schedule as Part Time, Seasonal, and Temporary, or PST's. Wages for these positions are generally commensurate with the job function and are consistent with industry norms. Additionally, most of these positions are at the lower end of the wage scale.

Since the opening of the Community Center, employees that have filled the position of lifeguard and front desk assistant have been Classified as PST's. In order to better define the job functions and responsibilities, the positions included in the Lifeguard Job Class and Recreation Leader Class Job have been further defined, and are identified in the attached job descriptions. While separate job descriptions are recommended, both of these Job Classes will remain within the PST pay scale. That scale is minimum wage up to the technical range of a position. For example, a Recreation Leader may be brought in at the lower end of the wage scale, while a civil engineer that has been hired to perform a specific function may dictate a higher pay rate based upon the technical nature of the job, be it part time, seasonal, or temporary.

Fiscal Impact:

Amount Requested \$N/A

Sufficient Budgeted Funds Available?: (If no, see attached fiscal analysis)

Prog/Fund # Category: Pers. Optg. Cap. -or- CIP# Fund#

Previous Relevant Board Actions for This Item

N/A

Attachments

Employee Job Descriptions for both the Lifeguard Job Class and Recreation Leader Class Job

AGENDA ITEM: F-5



TOWN OF DISCOVERY BAY

A COMMUNITY SERVICES DISTRICT

Lifeguard Class Description

DEPARTMENT/DIVISION: Parks & Recreation

DEFINITION

Under general supervision of the Recreation Programs Coordinator. Lifeguards ensure the safety of all patrons of the Discovery Bay Community Center's pool, by preventing and responding to emergencies. Lifeguard duties include but are not limited to enforcing Town of Discovery Bay' swimming pool rules, monitoring pool patron conduct and perform emergency rescue and lifesaving techniques, if necessary, and teach swimming classes.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Recreation Programs Coordinator.

CLASS CHARACTERISTICS

Under supervision of the Recreation Programs Coordinator, ensures the safety of facility and patrons by preventing accidents and responding to emergencies. Performs other related duties as required. Maintains order of aquatic facilities and its programs. Provides customer service and enforces park and recreation rules and regulations; a sample of duties may include but not be limited to: performing chemical testing, completing all logs and reports, ensuring safety off all patrons of the aquatic facility. Perform light maintenance such as washing pool deck, vacuuming and scrubbing pool. Keeping the pool area clean of all debris. Perform other duties as assigned.

This classification is part-time seasonal temporary and Lifeguards are scheduled as needed. Lifeguards are not guaranteed a certain number of work hours, or a routine schedule, and may be terminated with or without cause at any time. Any offer of employment to an adult who will have direct contact with minors is conditional upon passing a drug test and submission of a completed fingerprint screening and satisfactory background check.

EXAMPLES OF ESSENTIAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Enforce swimming pool rules and regulations, including ensuring orderly conduct by pool patrons
- Assist in providing instruction for a variety of swimming classes for all ages and ability levels
- Assist swimmers who are in distress and administer a variety of first aid and/or life saving techniques, as appropriate
- Assist in maintaining the pool area in a safe and clean condition
- Build and maintain positive working relationships with co-workers, other Town employees and the public using principals of good customer service
- Keep proper written records
- Performs various maintenance duties as directed to maintain a clean and safe facility
- Other duties as assigned

QUALIFICATIONS

Knowledge of:

- Use and care of lifesaving techniques and equipment used at public swimming pools
- Aquatic programming for various age groups

Ability to:

- Represent the Town in a positive manner
- Learn and enforce the Town's swimming pool rules, regulations and policies.
- Perform lifesaving strokes according to the America Red Cross standards, perform lifesaving and emergency first aid techniques and practices; engage in physical activity
- Test the pool chemicals and keep accurate reports of the readings
- Follow written and oral instructions.
- Communicate in an effective manner.
- Exercise courtesy and tact in dealing with pool patrons.
- Deal with difficult and stressful situations in a calm and professional manner.
- Establish and maintain cooperative working relationships with those contacted in the course of work.
- Participate and assist in a variety of aquatic activities , including swim lessons and special events
- Perform light pool maintenance.

TRAINING AND EXPERIENCE:

Education:

There is no educational requirement for this class; equivalent to completion of two years of high school is desirable. At the time of hire must be 16 years of age or older

Experience:

Experience in skilled aquatic activities is desirable

License and Certifications:

Current certifications in American Red Cross Lifeguard, First Aid and CPR/AED for the Professional Rescuer. Water Safety Instructor is desirable

PHYSICAL STANDARDS

The physical standards described are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. On a continuous basis, know and understand all aspects of the job; intermittently analyze work papers, reports and instructions, observe, identify, and report operational problems. On an intermittent basis, sit in lifeguard station for long periods of time; stand, walk, and bend while monitoring various swimming techniques; perform simple grasping and fine manipulation; and lift or carry weight of 100 pounds or less.

ENVIRONMENTAL ELEMENTS

Employees work outdoors with moderate noise levels. There will be exposure to inclement weather conditions noise, dust and potentially hazardous materials & chemicals related to swimming pools. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

WORKING CONDITIONS

May be required to work on evenings, weekends, and holidays.

Note: All employees of the Town of Discovery Bay Community Services District are designated by state law to be "Disaster Service Workers." In the event of a declared emergency or any undeclared emergency or natural disaster that threatens the life, health and/or safety of the public, employees may be assigned to assist rescue and relief workers. Such assignments may be in locations, during hours and performing work significantly different from the employees' normal work assignments and may continue through the recovery phase of the emergency.



TOWN OF DISCOVERY BAY

A COMMUNITY SERVICES DISTRICT

Recreation Leader Series I, II, III Class Description

DEPARTMENT/DIVISION: Parks & Recreation

DEFINITION

Under general supervision of the Recreation Programs Coordinator. Recreation Leaders are assigned to organize, lead and coordinate a wide variety of indoor and outdoor recreation activities at parks, playgrounds and the community Center including after school programs, day camps, sport leagues, play groups, special events and senior events. Also provides varied administrative support primarily to the Recreation Programs Coordinator and other managers, and operations of the Community Center including but not limited to answering phones, program registration and light custodial duties, and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Recreation Programs Coordinator, and Department Managers. Recreation Leader's II, III may exercise technical and functional supervision over Recreation Leader I staff, as needed.

CLASS CHARACTERISTICS

Recreation Leader I: Applicants have little or no experience working in a recreation setting.

Recreation Leader II: Applicants at this level has attained a high school equivalency education and experience in a recreation setting.

Recreation Leader III: Applicants at this level has attained advanced education and experience in a recreation setting.

This classification is part-time seasonal temporary position and Recreation Leaders are scheduled as needed. Recreation Leaders are not guaranteed a certain number of work hours, or a routine schedule, and may be terminated with or without cause at any time. Any offer of employment to an adult who will have direct contact with minors is conditional upon passing a drug test and submission of a completed fingerprint screening and satisfactory background check.

EXAMPLES OF ESSENTIAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Assist in organizing and supervising recreational programs in any one or more of the following areas: children, adults, senior citizens and participants with special needs at playgrounds, parks, the Community Center, and other recreational areas
- Assist in the implementation of and providing leadership to a specific recreational program with guidance from the Recreation Programs Coordinator
- Plan, coordinate and implements recreational activities in specific program areas
- Assist in maintaining discipline and encourages observances of required safety precautions
- Assist in preparing schedule of approved activities
- Plan and implement special events and instructional classes
- Assist in working with special community groups
- Act as a liaison between participants and instructors/staff
- Assist supervisor in securing materials, supplies and equipment
- Lead participants on group outings and field trips

- May chaperone participants to offsite programs
 - Prepare reports and correspondence including attendance
 - May provide information to other departments and the public relating to program activities
 - Maintains records of participation, supplies and equipment
 - Report injuries and accidents
 - Respond appropriately to emergencies including the application of basic first aid
 - Enforce the Town of Discovery Bay departmental policies
 - Supervise volunteers and court referral workers
 - Perform routine clerical tasks
 - Participate as part of a recreation team
 - Exhibit and encourage behavior that is consistent with the Town's risk management program and decrease risk of accident or injury to self, employees, residents, visitors and their property
 - Attendance and punctuality that is observant of scheduled hours on a regular basis.
 - Performs other duties as assigned.
- Recreation Leader II & III**
- Enroll individuals in recreation classes and enter data into tracking system
 - Opening & Closing of Town facilities
 - Taking monies and balancing receipts
 - Supervision of lower level recreation leaders

QUALIFICATIONS

Knowledge of:

- Modern Office Technology
- Principles, practices of customer service
- Recreation philosophy, planning and administration
- Operations and techniques used in comprehensive community recreational programming for various target age groups
- First Aid practices
- Safe work practices

Ability to:

- Represent the Town in a positive manner
- Establish, maintain and foster cooperative working relations with others from diverse background, including elected officials, co-workers and the public effectively and with courtesy, in person, via email and over the phone
- Follow written and oral instructions and procedures
- Communicate effectively, both orally and in writing, by using proper English grammar, spelling and punctuation
- Learn and interpret specific rules and policies and apply them with good judgment
- Understand and work effectively with the public
- Direct, teach and communicate with children
- Supervise large groups
- Facilitate rentals at the Community Center
- Maintain harmonious working relationships with other employees, participants and the public
- Learn Recreation Software
- Deal effectively with a wide variety of personalities in situations requiring diplomacy, friendliness, poise and tact
- Work a flexible schedule including evenings and weekends
- Work independently
- Solve most problems independently, referring unusual situations and questions to supervisor especially those matters regarding policy decisions
- Perform light janitorial and maintenance duties

EDUCATION AND EXPERIENCE:

The combination of experience, training and education that would likely provide the required knowledge and abilities is shown below. Incumbents may be appointed at the entry or higher level, (depending on qualifications and Town staffing needs) and advance to a higher level after gaining the

experience and knowledge necessary to perform the required tasks. Requirements for each Recreation Leader are:

Education:

Recreation Leader I: Is enrolled in high school or has not received a High School Diploma, GED, or high school equivalency.

Recreation Leader II: Is a high school graduate, has a GED or high school equivalency and at least one year of recreation experience the field of recreation or leisure services.

Recreation Leader III: Has 30 semester units from college with specialization in recreation, education, physical education, leisure services or related field.

Experience:

Recreation Leader I: Has little or no experience working in a recreation setting.

Recreation Leader II: Has one year experience in a part-time paid recreation position (minimum 1,000 hours), or has two years (minimum 500 hours per year) experience as a volunteer with groups similar to those found in a recreational setting or one year as a Recreation Leader I with the Town of Discovery Bay or similar agency.

Recreation Leader III: Has two years' experience in a part-time paid recreation position (minimum 1,000 hours per year) or has one year as a Recreation Leader II with the Town of Discovery Bay or similar agency.

License and certificate:

CPR/First Aid certificates required or achievable within 60 days of hire

Possession of, or ability to obtain, and maintain, a valid California class C driver's license with a satisfactory driving record, may be required for Recreation Leader II, III

SPECIAL REQUIREMENTS

These functions may be performed with or without reasonable accommodation:

- Speak clearly and understandably
- Review reports and correspondence quickly and accurately
- Report to work at any hour of day or night as require by disaster or other emergency situation
- Use dexterity and vision necessary to operate computer equipment with a productivity
- Intermittently twist to reach equipment in their work area
- Perform simple grasping and fine manipulation
- Operate basic office equipment (i.e. telephone, copier, calculator, etc.)
- Oversee, manage and participate in strenuous physical activities, such as leading tours, demonstrating proper exercise techniques, and managing children in playground activities
- Lead, teach, demonstrate and officiate activities such as games, special events, trips, tours, arts & crafts activities, dances, and hikes for a variety of age groups
- Set up, move, and take down recreational and facility equipment – Lift 50 pounds
- Perform all duties listed on the job description except those determined to be incidental

ENVIRONMENTAL ELEMENTS

Employees work in indoors & outdoors with moderate noise levels. There may be occasional exposure to inclement weather conditions, noise, dust and potentially hazardous materials. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

WORKING CONDITIONS

May be required to work on evenings, weekends, and holidays.

Note: All employees of the Town of Discovery Bay Community Services District are designated by state law to be "Disaster Service Workers." In the event of a declared emergency or any undeclared emergency or natural disaster that threatens the life, health and/or safety of the public, employees may be assigned to assist rescue and relief workers. Such assignments may be in locations, during hours and performing work significantly different from the employees' normal work assignments and may continue through the recovery phase of the emergency.



Town of Discovery Bay

"A Community Services District"

AGENDA REPORT

Meeting Date

March 18, 2015

Prepared By: Rick Howard, General Manager

Submitted By: Rick Howard, General Manager *RH*

Agenda Title

State Water Resources Control Board Proposed Emergency Water Conservation Regulations

Recommended Action

Information Item Only

Executive Summary

On July 28, 2014 new emergency drought regulations became effective. In compliance with those regulations, the Town of Discovery Bay adopted Ordinance 25 on September 3, 2014, which became effective on October 3, 2014. Those regulations are set to expire on April 25, 2015.

On March 17, 2015, the State Water Resources Control Board (SWRCB) considered an action to extend the emergency drought regulations that are currently in effect throughout California for an additional 270 days. In addition to the existing regulations, the new proposed regulations also include the following impacts to the Town of Discovery Bay:

- A prohibition on irrigation of turf or ornamental landscapes during and 48 hours following measurable precipitation;
- The State Water Board directs staff to condition funding upon compliance with the emergency regulation, to the extent feasible;
- Additional reporting requirements for urban water suppliers on compliance and enforcement efforts being undertaken within their service areas.

These additional policy directives are not included in the Ordinance #25. If the existing Regulations do change based upon the March 17 SWRCB meeting and after review by the Office of Administrative Law (AOL), staff will return the subject to the Board for further consideration and possible amendment of Ordinance #25.

As more information evolves staff will keep the Board informed on those actions.

Fiscal Impact:

Amount Requested \$ N/A

Sufficient Budgeted Funds Available?: (If no, see attached fiscal analysis)

Prog/Fund # Category: Pers. Optg. Cap. -or- CIP# Fund#

Previous Relevant Board Actions for This Item

September 3, 2014 Adoption of Ordinance #25 implementing Emergency Drought Regulation

Attachments

TODB Ordinance #25

Proposed SWRCB Proposed ongoing Emergency Drought Regulations and Rulemaking (to be considered on March 17, 2015).

AGENDA ITEM: G-1

**STATE WATER RESOURCES CONTROL BOARD
BOARD MEETING SESSION – OFFICE OF RESEARCH, PLANNING AND PERFORMANCE
MARCH 17, 2015**

ITEM 7

SUBJECT

CONSIDERATION OF A PROPOSED RESOLUTION AMENDING AND READOPTING DROUGHT-RELATED EMERGENCY REGULATIONS FOR URBAN WATER CONSERVATION

DISCUSSION

On January 17, 2014, Governor Brown declared a drought state of emergency. On April 25, 2014, the Governor signed an Executive Order calling on the State to redouble its drought actions. Among other things, the Executive Order directed the State Water Board to adopt emergency regulations as it deemed necessary, pursuant to Water Code section 1058.5, to ensure that Urban Water Suppliers implement drought response plans to limit outdoor irrigation and other wasteful water practices.

On July 15, 2014, the State Water Board adopted [Resolution 2014-0038](#), which adopted an emergency regulation for water conservation that added new sections to Title 23 of the California Code of Regulations. The existing emergency regulation became effective on July 28, 2014 upon approval by the Office of Administrative Law.

The existing water conservation emergency regulation includes prohibitions on certain water uses and requires larger urban water suppliers to activate their Water Shortage Contingency Plan to a level where outdoor irrigation restrictions are mandatory. In communities where no water shortage contingency plan exists, the regulation requires that water suppliers either limit outdoor irrigation to twice a week or implement other comparable conservation actions. Finally, large urban water suppliers must report water use on a monthly basis to track progress.

Absent further action, the existing emergency regulation will expire on April 25, 2015. The U.S. Drought Monitor, however, currently classifies almost the entire State of California as experiencing severe to exceptional drought conditions. In average years, the snowpack stores water during the winter months and releases it through melting in the spring and summer to replenish rivers and reservoirs. However, warm and relatively dry weather conditions this year have reduced the amount of snowpack in California's mountains. As of March 3, 2015, the Sacramento Region cumulative precipitation was 87 percent of average for that date (8-Station Index). However, most of that precipitation fell as rain, and Northern Sierra snow water content is extremely low, at 16 percent of average. Similarly, Central and Southern Sierra snowpack is at 20 and 21 percent of average, respectively. Continued action is, therefore, needed to ensure urban water suppliers and all Californians are taking sufficient actions to conserve water and preserve the State's water supply. In addition to continuing the requirements contained in the existing emergency regulation, the following updates are proposed:

- A prohibition on irrigation of turf or ornamental landscapes during and 48 hours following measurable precipitation.

- Hospitality sector restrictions requiring that water only be served on request in restaurants and bars, and requiring the operators of hotels and motels to offer patrons the option of not having their towels and linens washed daily.
- A requirement for urban water suppliers that do not already have a limit on the number of days that outdoor irrigation of ornamental landscapes or turf with potable water is allowed, to limit such irrigation to no more than two days per week.
- A requirement that urban water suppliers promptly notify their customers when they are aware of leaks within the customer's control.
- Additional reporting requirements for urban water suppliers on compliance and enforcement efforts being undertaken within their service areas.
- Clarification that small urban water suppliers are required to limit outdoor irrigation of ornamental landscapes or turf with potable water to no more than two days per week or implement other mandatory conservation measures intended to achieve a 20 percent reduction in water consumption.

POLICY ISSUE

Should the State Water Board adopt the proposed resolution and accompanying regulation?

FISCAL IMPACT

Fiscal considerations are addressed as a part of drought funding.

REGIONAL BOARD IMPACT

None.

STAFF RECOMMENDATION

Staff recommends that the State Water Board adopt the proposed resolution adopting the emergency regulation.

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STATE WATER RESOURCES CONTROL BOARD RESOLUTION NO. 2015-

TO ADOPT AN EMERGENCY REGULATIONS FOR STATEWIDE URBAN WATER CONSERVATION

WHEREAS:

1. On April 25, 2014, Governor Edmund G. Brown Jr. issued an executive order (April 2014 Proclamation) to strengthen the State's ability to manage water and habitat effectively in drought conditions, and called on all Californians to redouble their efforts to conserve water. The April 2014 Proclamation finds that the continuous severe drought conditions present urgent challenges across the State, including water shortages in communities and for agricultural production, increased wildfires, degraded habitat for fish and wildlife, threat of saltwater contamination, and additional water scarcity, if drought conditions continue into 2015. The April 2014 Proclamation also suspends the environmental review required by the California Environmental Quality Act to allow the emergency regulation and other actions to take place as quickly as possible;
2. The April 2014 Proclamation refers to the [Governor's Proclamation No. 1-17-2014](#), issued on January 17, 2014, declaring a drought State of Emergency to exist in California due to severe drought conditions (January 2014 Proclamation). The January 2014 Proclamation finds that dry conditions and lack of precipitation present urgent problems to drinking water supplies and cultivation of crops, which put farmers' longterm investments at risk. The conditions also threaten the survival of animals and plants that rely on California's rivers, including many species in danger of extinction. The January 2014 Proclamation also calls on all Californians to reduce their water usage by 20 percent;
3. On December 22, 2014, in light of the continued lack of rain, Governor Brown issued [Executive Order B-28-14](#), which extends the California Environmental Quality Act suspension through May 31, 2016 for Water Code section 13247 and certain activities identified in the January 2014 and April 2014 proclamations;
4. Drought conditions are continuing. As of March 3, 2015, snow water equivalents for the Northern, Central, and Southern Sierra regions were at 16 percent, 20 percent, and 21 percent of normal for that date, respectively. Additionally, most reservoirs are less than 60 percent full and January 2015 was one of the driest months ever recorded in California history. Moreover, many communities face the prospect of needing emergency drinking water supplies;
5. The likelihood that any additional precipitation will significantly reduce the severity of drought conditions this year is extremely low;
6. Water Code section 1058.5 grants the State Water Board the authority to adopt emergency regulations in certain drought years in order to: "prevent the waste, unreasonable use, unreasonable method of use, or unreasonable method of diversion, of water, to promote water recycling or water conservation, to require curtailment of diversions when water is not available under the diverter's priority of right, or in furtherance of any of the foregoing, to require reporting of diversion or use or the preparation of monitoring reports";

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7. On July 15, 2014, the State Water Board adopted an emergency regulation to support water conservation ([Resolution No. 2014-0038](#)), and that regulation became effective July 28, 2014 upon approval by the Office of Administrative Law (OAL);
8. The current emergency regulation will expire on April 25, 2015;
9. The current emergency regulation has supported Californians' water conservation efforts, with over 119 billion gallons saved from August 2014 through January 2015;
10. Many Californians have taken bold steps over the years and in this year to reduce water use; nevertheless, the dire nature of the current drought requires additional conservation actions from residents and businesses. Some severely-affected communities have implemented water rationing, limiting water use in some cases to only 50 gallons per person per day, foregoing showers, laundry, toilet flushing, and all outdoor watering;
11. Water conservation is the easiest, most efficient and most cost-effective way to quickly reduce water demand and extend supplies into the next year, providing flexibility for all California communities. Water saved this summer is water available later in the season or next year, giving water suppliers the flexibility to manage their systems efficiently;
12. In many areas, 50 percent or more of daily water use is for lawns and outdoor landscaping. Outdoor water use is generally discretionary, and many irrigated landscapes would not suffer greatly from receiving a decreased amount of water;
13. Most urban water suppliers have placed restrictions on outdoor watering, but the State Water Board has nevertheless received many reports of excessive water use;
14. Education and enforcement against water waste is a key tool in conservation programs. When conservation becomes a social norm in a community, the need for enforcement is reduced or eliminated;
15. Public information and awareness is critical to achieving conservation goals, and the Save Our Water campaign, run jointly by the Department of Water Resources (DWR) and the Association of California Water Agencies, is an excellent resource for conservation information and messaging that is integral to effective drought response (<http://saveourwater.com>);
16. Other parts of the world have faced social and economic hardship due to severe drought. Californians must continue to make lifestyle changes, including landscape choices that conserve even more water;
17. On March 6, 2015, the State Water Board issued public notice that it would consider the adoption of the emergency regulation at the Board's regularly-scheduled March 17, 2015 public meeting, in accordance with applicable State laws and regulations. The State Water Board also distributed for public review and comment a Finding of Emergency that complies with State laws and regulations;
18. As discussed above, the State Water Board is adopting the emergency regulation because of the continuing emergency drought conditions, the need for prompt action, and the need to act before the current emergency regulation expires on April 25, 2015; and

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19. Nothing in the regulation or in the enforcement provisions of the regulation precludes a local agency from exercising its authority to adopt more stringent conservation measures. Moreover, the Water Code does not impose a mandatory penalty for violations of the regulation adopted by this resolution, and local agencies retain the enforcement discretion in enforcing the regulation to the extent authorized. Local agencies are encouraged to develop their own progressive enforcement practices to promote conservation.

THEREFORE BE IT RESOLVED THAT:

1. The State Water Board re-adopts California Code of Regulations, title 23, sections 863, 864, and 865, as appended to this resolution as an emergency regulation;
2. State Water Board staff will submit the regulation to the OAL for final approval;
3. If, during the approval process, State Water Board staff, the State Water Board, or OAL determines that minor corrections to the language of the regulation or supporting documentation are needed for clarity or consistency, the State Water Board Executive Director or designee may make such changes;
4. This regulation shall remain in effect for 270 days after filing with the Secretary of State unless the State Water Board determines that it is no longer necessary due to changed conditions, or unless the State Water Board renews the regulation due to continued drought conditions as described in Water Code section 1058.5;
5. The State Water Board directs staff to provide the Board with monthly updates on the implementation of the emergency regulation and its effect;
6. The State Water Board directs staff to condition funding upon compliance with the emergency regulation, to the extent feasible;
7. The State Water Board directs staff to work with the DWR and the Save Our Water campaign to disseminate information regarding the emergency regulations; and
8. The State Water Board directs staff to update the electronic reporting portal to include data fields for local agencies to report on compliance and enforcement activities.

THEREFORE BE IT FURTHER RESOLVED THAT:

9. The State Water Board commends Californians who heeded the call for conservation and have helped to save over 119 billion gallons from August 2014 through January 2015. The State Water Board calls upon Californians to redouble their conservation efforts in the face of a fourth year of severe drought. For homeowners and businesses that have delayed removing turf, planting drought-tolerant landscapes, or installing efficient irrigation systems, the time to act is now;
10. The State Water Board calls upon water suppliers to ensure that they have adequate personnel and financial resources to implement conservation requirements not only for 2015, but also for another year of drought should it occur. Water suppliers that face budget shortfalls due to reduced sales should take immediate steps to raise necessary revenues in a way that actively promotes continued conservation. In Resolution No. 2014-0038, the State Water Board called on all urban water suppliers to evaluate

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their rate structures and begin to implement needed changes as part of planning for another dry year. These efforts should be continued and redoubled;

11. Disadvantaged communities may require assistance in increasing water conservation and State agencies should look for opportunities to provide assistance in promoting water conservation;
12. The State Water Board calls upon all water suppliers to take further actions to increase water conservation, such as by:
 - a. providing customers with timely and easy-to-understand information on the average
 - b. number of gallons they use each month and each day within their billing period; accelerating the completion of projects that will conserve potable water by making use of non-potable supplies, such as recycled water and stormwater collection projects; and
 - c. accelerating projects to fix leaks, and to conduct a system-wide water loss audit as soon as possible;
13. The State Water Board calls upon the restaurant and hospitality industry to take further actions to increase water conservation, such as by utilizing water efficient pre-rinse spray valves for dish washing and training staff on the new regulation so that the minimum amount of water is used to wash towels and linens; and
14. The State Water Board directs staff to develop a statewide portal for reporting water waste.

CERTIFICATION

The undersigned Clerk to the Board does hereby certify that the foregoing is a full, true, and correct copy of a resolution duly and regularly adopted at a meeting of the State Water Resources Control Board held on March 17, 2015.

Jeanine Townsend
Clerk to the Board

MONTHLY OPERATIONS REPORT

February 2015

Town of Discovery Bay, CA

2009 Days of Safe Operations

89,960 worked hours since last recordable incident

TRAINING:

Safety, Operations, & Equipment

Safety	Hours
West Monthly Regional Safety Webinar	4.0
Weekly Safety Topics	
Winter Safety	
Haz Comm.	
PPE	
Respiratory Protection	
Operations	
None	

REPORTS SUBMITTED TO REGULATORY AGENCIES

Monthly Discharge Monitoring Report (DMR)
Monthly electronic State Monitoring Report (eSMR)
Monthly Coliform Report, California Department of Public Health (CDPH)

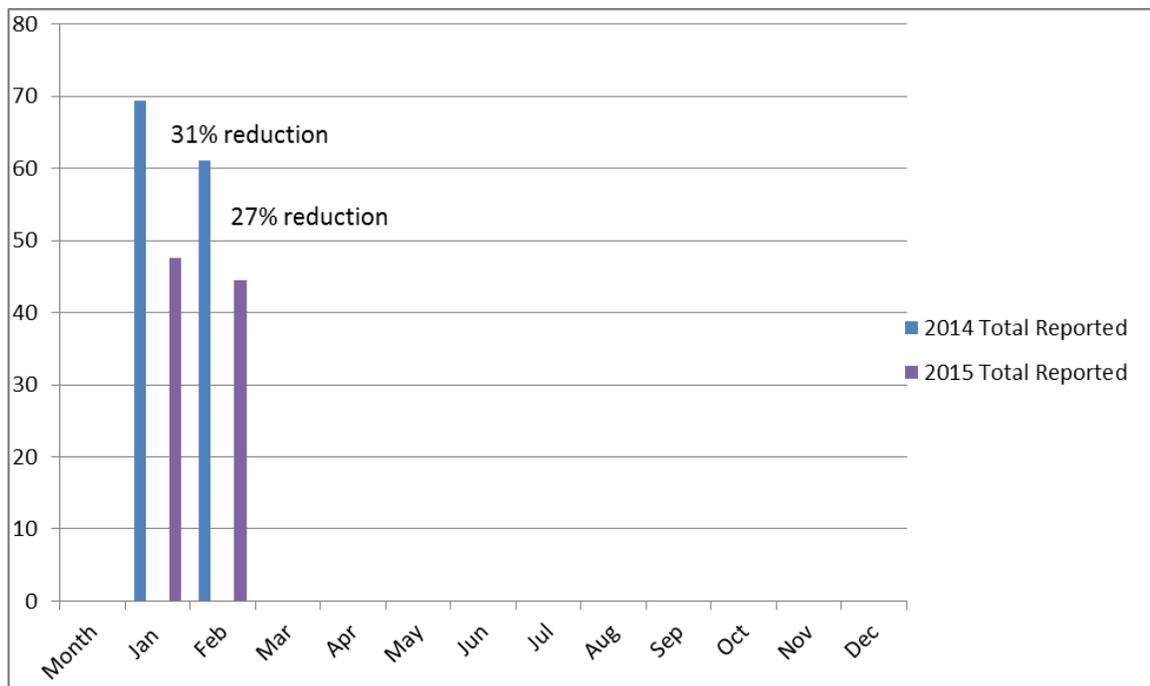
WATER SERVICES

# of Active Wells	Water Produced (MG)	Chemical (Hypo) Delivered	Fire Hydrant Flushing
5	44.5	1350	0

Note: Well 4 in lead and Well 5 in lag to offset specific conductivity

2015 Water Production Table (MG) by Month

January	February	March	April	May	June
47.6	44.5				
July	August	September	October	November	December



Bacteriological Test Results:

Routine Bacteria Samples Collected	No. Total Coliform Positives	No. Fecal/E. coli Positives	Brown Water Calls
16	0	0	0

WASTEWATER SERVICE

<i>WW Effluent Parameter</i>	<i>Permit Limits</i>	<i>January Lab Data</i>	<i>February Lab Data</i>
Flow, MG Effluent, monthly total		40.6	35.3
Flow, MG Daily Influent Flow, avg.	N/A	1.31	1.33
Flow, MG Daily Discharge Flow, avg.	2.1	1.40	1.26
Effluent BOD ₅ , lbs/d, monthly avg.	350	30	51
Effluent TSS, lbs/d, monthly avg.	525	62	85
Effluent BOD ₅ , mg/L, monthly avg.	20	3	4
Effluent TSS, mg/L, monthly avg.	30	5	7
Total Coli form 7 day Median Max	23	2	1
Total Coli form Daily Maximum	240	4.5	2
% Removal BOD ₅ , monthly avg.	85% min.	99	98
% Removal, TSS, monthly avg.	85% min.	96	95
Electrical Conductivity, umhos/cm annual avg.	2100	1940	1950

Wastewater Laboratory Analysis

Blue – new parameter added

National Pollution Discharge Elimination System (NPDES)

NPDES Related Excursions	Permit Parameter	NPDES Parameter Limit	Actual Parameter Result
0	None	0	N/A

Bacteriological Test Results:

Routine Bacteria Samples Collected	No. Total Coliform Positives	No. Fecal/E. coli Positives	7-Day Median Excursion
12	0	0	0

# of Active Lift Stations	# of Inactive Lift Stations	Chemical Usage Polymer-gals	SSO	Wastewater Received (MG)
15	0	46.8	0	37.5

COLLECTION:

- Flushed 0 ft. of sanitary sewer lines, YTD **25763** ft. **98%** entire system
- CCTV **25463** ft. **98%** completed entire system (Deadline is May 2015)
- Inspected **23** manhole & covers. **113** YTD
- Performed valve exercising
- Performed weekly lift station inspections.

MAINTENANCE:

Preventive and Corrective

Total # of WO's Completed	Total Hours
299	484

Work Order Back-Log

Aging 8 - 30 Days	Aging > 30 Days
7	25

Call & Emergency Responses

Call Outs	Emergencies
4	0

Personnel Hours & Overtime:

Regular Hours	Overtime
1280	54

TERMS

WWTP	WASTEWATER TREATMENT PLANT
WTP	WATER TREATMENT PLANT
WL	WILLOW LAKE
NP	NEWPORT
VFD	VARIABLE FREQUENCY DRIVE
WO	WORK ORDER
PLC	PROGRAMMABLE LOGIC CONTROLLER
L/S	LIFT STATION
SSO	SANITARY SEWER OVERFLOW
BOD	BIOLOGICAL OXYGEN DEMAND
TSS	TOTAL SUSPENDED SOLIDS
MGD	MILLION GALLONS PER DAY
mg/l	MILLIGRAMS PER LITRE
CCTV	CLOSED CIRCUIT TELEVISION
PPM	PARTS PER MILLION
RAS	RETURN ACTIVATED SLUDGE
WAS	WATSE ACTIVATED SLUDGE
UV	ULTRAVIOLET LIGHT



TOWN OF DISCOVERY BAY
A COMMUNITY SERVICES DISTRICT



President – Chris Steele • Vice-President – Bill Pease • Director – Kevin Graves • Director – Robert Leete • Director – Mark Simon

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A COMMUNITY SERVICES DISTRICT



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TOWN OF DISCOVERY BAY

A COMMUNITY SERVICES DISTRICT



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February 10, 2015

Bijan Sartipi, District 4 Director
California Department of Transportation
P.O. Box 23660
Oakland, CA 94623

Re: Highway 4, Discovery Bay CA
Subject: Commercial Vehicle Parking

To whom it may concern,

In June 2013, Caltrans erected No Parking signs along Highway 4 from Discovery Bay Blvd west to the Town's western boundary. The installation of the no parking signs was to prohibit the overnight parking of vehicles, and specifically commercial tractor-trailers, on the right hand shoulder of the highway. The presence of these large vehicles parked on the shoulder of the highway posed hazards and safety issues for motorists.

At this time, there have been a number of large commercial tractor trailer vehicles parking on the right hand shoulder of Highway 4 beginning at the Town's eastern boundary and heading west to Discovery Bay Blvd. The long-term parking of these large vehicles is not only an eyesore, but it is also a safety hazard. This stretch of Highway 4 consists of a 2 lane highway and an emergency shoulder. In the event of a potential lane incursion from an oncoming vehicle there would be no emergency shoulder where a motorist can take refuge.

The Town of Discovery Bay encourages Caltrans to assess and evaluate the identified safety concerns and to schedule the installation of No Parking signs for this stretch of highway.

Please contact the Town's General Manager, Rick Howard, should you have any questions or require additional clarification. Mr. Howard may be reached at 925-634-1131 or by email at rhoward@todb.ca.gov.

Sincerely,

Chris Steele, President
Town of Discovery Bay Board of Directors

C: Board of Directors, Town of Discovery Bay
Mary N. Piepho, Contra Costa County District III Supervisor



TOWN OF DISCOVERY BAY

A COMMUNITY SERVICES DISTRICT



President – Chris Steele • Vice-President – Bill Pease • Director – Kevin Graves • Director – Robert Leete • Director – Mark Simon

February 20, 2015

Mary N. Piepho
2230 Sunset Pt.
Discovery Bay, CA 94505

Dear Mary,

On behalf of the Town of Discovery Bay, I'd like to thank you for your generous and kind donation of \$250.00 which will be used to aid in completing Discovery Bay's first ever "off leash" dog park.

As you are aware, many of our neighbors have been hopeful that a dog park would arrive in Discovery Bay, and with your generosity and the generosity of others, that dream is soon to become a reality. I'm also certain that our K-9 friends will enjoy the "off leash" freedom to be afforded by the new park.

Sincerely,

V. Chris Steele, President
Town of Discovery Bay Board of Directors

C: Board of Directors
General Manager



TOWN OF DISCOVERY BAY

A COMMUNITY SERVICES DISTRICT



President – Chris Steele • Vice-President – Bill Pease • Director – Kevin Graves • Director – Robert Leete • Director – Mark Simon

February 25, 2015

Rosalind James
National Program Leader, Invasive Pests of Crops
USDA-ARS
Office of National Programs
Crop Production and Protection
5601 Sunnyside Ave., MS 5139
Beltsville, MD 20705

Dear Dr. James:

I am writing in support of the proposal being submitted to the FY2015 USDA-ARS Area Wide Pest Management Program by the USDA-ARS Exotic and Invasive Weeds Research Unit, Albany-Davis, CA and collaborators, entitled **“Area-Wide Management of Aquatic Weeds in the Sacramento-San Joaquin Delta for Protection of Critical Water Resources in Farming Areas, Wildlife Habitats, Recreational Zones and Water Conveyance Systems Important for California Agriculture and Human Health”**.

In the environmentally sensitive and culturally significant Sacramento-San Joaquin Delta, the Town of Discovery Bay Community Services District is the largest water based residential community located on the Delta. Located in eastern Contra Costa County, The Town provides potable water, sewerage collection and treatment as well as parks, landscaping and recreation services to the community of 15,000 residents. Continuing infestations of water hyacinth, *Egeria densa* and the curly leaf pond weed have made navigation almost impossible for significant portions of the year. The invasive weeds clog waterways, bays, and marinas, and limit the ability of thousands who like to enjoy the many benefits the Delta has to offer. Boat motors, water intakes, and other infrastructure become clogged with the weeds, causing millions of dollars in damage. Many Discovery Bay residents are not able to take their boats out of their slips when the weeds are at peak infestation, causing economic harm to the many Delta retailers and service providers.

This Delta Area-Wide Project was initiated in May 2014, and continued support is needed to fully implement improved control of these harmful invasive aquatic weeds. The life blood of Discovery Bay is the Delta, and without ongoing control and management, the problems will only become more devastating to our community.

On behalf of the Town of Discovery Bay and its 15,000 residents, I encourage continued Area Wide Management of Aquatic Weeds in the Sacramento-San Joaquin Delta region.

Sincerely,

V. Chris Steele, President
Town of Discovery Bay Board of Directors

Cc: Board of Directors
District III Supervisor Mary Nejedly Piepho



County Supervisor Mary Nejedly Piepho, District III

CONTRA COSTA COUNTY BOARD OF SUPERVISORS

TownOfDiscoveryBay CSD
Received
MAR 05 2015

COMMITTEES

- Legislation Committee, Chair
 - Transportation, Water and Infrastructure Committee, Chair
 - Finance Committee, Chair
 - Sacramento-San Joaquin Delta Conservancy
 - Airport Committee, Chair
 - Delta Counties Coalition, Founder
 - Delta Protection Commission
 - Local Agency Formation Commission
 - Dougherty Valley Oversight Committee
 - Bay Area Air Quality Management District
 - Eastern Contra Costa Transit Authority
 - East Contra Costa Regional Fee and Finance Authority
 - eBART Partnership Policy Advisory Committee
 - San Joaquin Valley Rail Committee
 - State Route 4 Bypass Authority
 - TRANSPLAN, East County Transportation Planning
 - East Contra Costa Habitat Conservancy, Governing Board, Chair
 - California Identification System Remote Access Network Board
 - Contra Costa Health Plan Joint Conference Committee
 - Open Space/Parks & East Bay Regional Parks District Liaison Committee, Vice Chair
 - City-County Relations Committee
- SERVING AS ALTERNATE
- Contra Costa Transportation Authority
 - Association of Bay Area Governments
 - East County Water Management Association
 - Mental Health Commission

February 17, 2015

Bijan Sartipi, District 4 Director
California Department of Transportation
P.O. Box 23660
Oakland, CA 94623

Re: Additional No Parking Signs on Highway 4 and Hazard Abatement Requested

Dear Director Sartipi,

The Town of Discovery Bay Community Services District (DBCSD) has contacted my office with concerns relating to the Caltrans Right of Way along Highway 4.

In June 2013, my office contacted you regarding semi-trucks parking, often overnight, along Highway 4 at Regatta Drive. This was a concern due to potential traffic hazards they pose by blocking the right hand shoulder of the Highway needed for emergency response. We requested the installation of "No Parking" signs to combat the problem and Caltrans agreed and installed the signs from Discovery Bay Blvd west to the Town's western boundary. I appreciate the District's responsiveness and thank you as the signs resolved the problem.

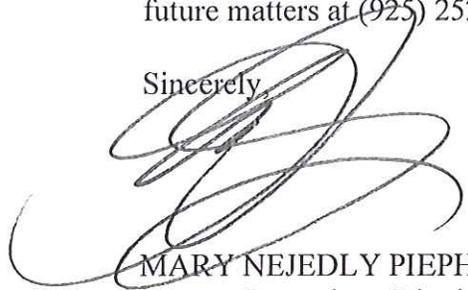
Unfortunately, the situation is now repeating itself with large, commercial tractor-trailers now parking on the east side of Highway 4 east of Discovery Bay Blvd. Once again, I and the community, are concerned that the use of shoulders of Highway 4 for truck parking, often overnight, is creating a safety hazard by blocking an area that may otherwise be needed for emergency access and response. It also creates a "blight" issue at the approach to Discovery Bay. I am hopeful you will agree and consider erecting "No Parking" signs on Highway 4 between Discovery Bay's eastern boundary and west to Discovery Bay Boulevard to address these safety and community concerns.

(continued)

I would also like to bring to your attention a hazard at the intersection of Highway 4 and Bixler Road. There is a break in the fence partition that separates east from west bound lanes across from the Safeway fuel station just prior to the intersection. It is obvious by the tire marks and gravel on the roadway that people are using this fence opening to turn from west bound to east bound Highway 4 to avoid using the signaled intersection. I am asking the District to consider extending the fence to the intersection sign pole to eliminate this hazard (see attached map).

Please feel free to contact my office with questions and comments regarding these or any future matters at (925) 252-4500.

Sincerely,



MARY NEJEDLY PIEPHO
County Supervisor, District III



Thank you for
your support!
M.

Cc: Chris Steele, President, Town of Discovery Bay Board of Directors
Rick Howard, General Manager, Town of Discovery Bay ✓
Randy Iwasaki, Executive Director, Contra Costa Transportation Authority
Julie Bueren, Director of Public Works, Contra Costa County

MNP:an



TOWN OF DISCOVERY BAY

A COMMUNITY SERVICES DISTRICT



President -- Chris Steele • Vice-President -- Bill Pease • Director -- Kevin Graves • Director -- Robert Leete • Director -- Mark Simon

February 10, 2015

Bijan Sartipi, District 4 Director
California Department of Transportation
P.O. Box 23660
Oakland, CA 94623

Re: Highway 4, Discovery Bay CA
Subject: Commercial Vehicle Parking

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The Town of Discovery Bay encourages Caltrans to assess and evaluate the Identified safety concerns and to schedule the installation of No Parking signs for this stretch of highway.

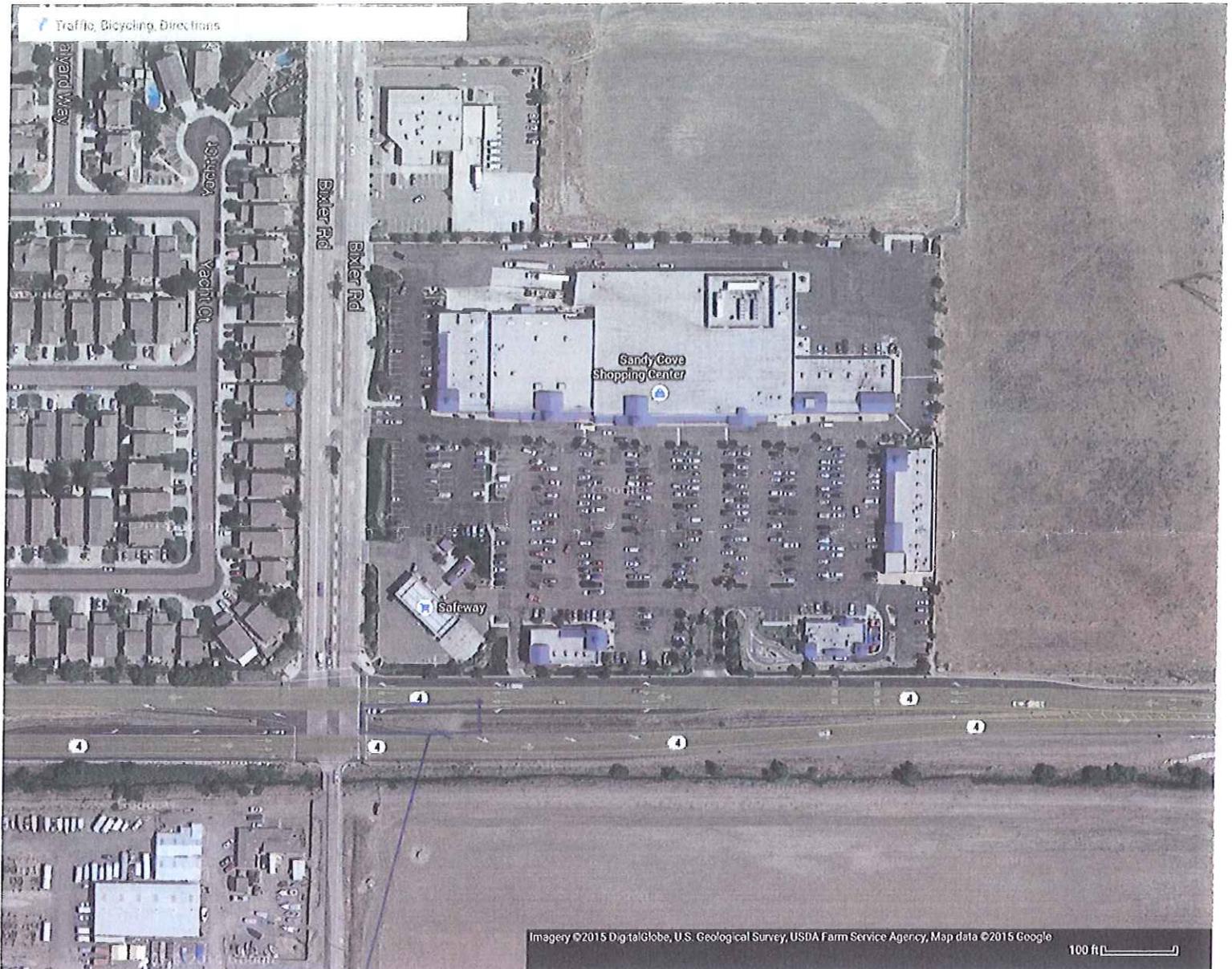
Please contact the Town's General Manager, Rick Howard, should you have any questions or require additional clarification. Mr. Howard may be reached at 925-634-1131 or by email at rhoward@todb.ca.gov.

Sincerely,

Chris Steele, President
Town of Discovery Bay Board of Directors

C: Board of Directors, Town of Discovery Bay
Mary N. Plepho, Contra Costa County District III Supervisor





need fence extension.







TOWN OF DISCOVERY BAY
A COMMUNITY SERVICES DISTRICT



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